Scheme of Delegation

v 9.0

Leverhulme Academy Trust Document Control Table			
Document Title :	**Scheme of Delegation**	**Author name / post:**	**C Davies / Chief Finance Officer**
Version Number:	**9.0**	**Document Status:**	**Approved**
Date Approved:	**8/7/26**	**Approved By :**	**Trust Board**
Effective Date :	**9/7/26**	**Date of next review:**	**July 2027**
Publication method:	**Website / Every system** **Trust Board**	**Date published**	**9/7/26**
Superseded Version:	**Version 8**		

Document History		
Version	**Date**	**Notes on Revisions**
9.0	8th July 2026	No changes to the underlying governance principles or Board reserved powers. Revised Scheme represents improvement in governance documentation. It adopts a RACI-based governance model, introduces additional governance and safeguarding responsibilities, separates financial delegations into a dedicated Financial Scheme of Delegation and implements recommendations arising from the Trust's independent External Review of Governance.
8.0	9th July 2025	Amended to provide power of approval of academy hours and term times are delegated to the individual Local Governing Committees
7.0	20th December 2023	Amended to allow Local Governors from any school within the Trust or Trustees can form a Permanent Exclusion Panel for an academy within the Trust.
6.0	12 July 2023	Subject to annual review in accordance with newly recommended practice in Academy Trust Handbook 2023.
5.0	5 July 2022	Subject to annual review in accordance with newly recommended practice in Academy Trust Handbook 2021. No changes
4.0	1 July 2021	To remove potential confusion and provide greater clarity the revised document combines two separate documents which are currently in circulation:-the “scheme of delegation” and the “Financial scheme of delegation and supporting controls”. Addition of delegation arrangements in respect of Granting or taking up of any leasehold or tenancy agreement / contracts, guarantees, indemnities and letters of comfort / Financial investments Subject to annual review in accordance with newly recommended practice in Academy Trust Handbook 2021 Approved by Trust Board July 2021
3.0	December 2019	Approved by Risk and Audit Committee. Changes reflect Head of School post
2.1	May 2019	No changes – subject to annual review
2.0	June 2018	Approved by Risk and Audit Committee
1.1	June 2018	No changes – subject to annual review
1.0	June 2017	Original scheme of delegation following conversion to Academy status

LEVERHULME ACADEMY CHURCH of ENGLAND and COMMUNITY TRUST – Scheme of Delegation

Governance Model

The scheme of delegation defines how authority, accountability and responsibility are structured across the organisation to ensure effective governance , strong leadership and high quality outcomes for every child.

Separation of Roles

- The board sets strategy and remains accountability
- The Executive leads and delivers operations
- Headteacher / Heads of School lead local academy performance and deliver local school operations
- Local Governing Committee's provide monitoring and assurance and lead local community engagement

Scope of the scheme of delegation

This scheme of delegation defines how authority, accountability and responsibility are distributed across the trust, clarifying how governance and executive leadership coordinate core operational activity.

This document does not attempt to list every statutory duty or operational task. Instead, it establishes a clear framework for who holds authority to lead, deliver, oversee or approve key functions across the organisation.

Delegation operates within a structured hierarchy. Where responsibilities are delegated to the CEO by the board of trustees, the CEO retains the authority to allocate delivery across the executive team and wider staff to ensure effective implementation. Delegation by the CEO does not remove their accountability for the outcome.

The board of trustees retains ultimate legal, financial, and educational accountability for the entire trust. While this scheme establishes the standard framework for delegated authority, it is indicative rather than exhaustive. To ensure operational agility and the integrity of multi-stage processes (such as hearings and appeals), the board, or the CEO for matters within their remit, retains the authority to determine the most appropriate personnel to handle a specific matter, regardless of the typical delegations noted herein. Any such determination will remain compliant with the trust's Articles of Association and statutory requirements.

This scheme is reviewed at least annually to ensure that delegated responsibilities remain aligned with the trust's structure, priorities and performance. As part of the review the Trust Board will consider whether delegated responsibilities continue to operate effectively and remain appropriate to the Trust's size, complexity and strategic objectives.

Rationale

A number of decisions are reserved for Members or Trustees in line with their responsibilities for:

- ensuring that Leverhulme Academy Church of England and Community Trust fulfils its statutory objectives, general functions and duties and appropriately exercises the legal powers vested in it, under Charity Commission and Company law and regulations;
- determining the overall strategic direction of Leverhulme Academy Church of England and Community Trust and its academies within resource limits
- monitoring the performance of the chief executive, holding him / her to account for the exercise of their delegated powers and delivery against plans and budgets
- promoting and protecting Leverhulme Academy Church of England and Community Trust's values, integrity, and reputation
- ensuring high standards of governance that command the confidence of members, the sector and the Charity Commission

The majority of operational decisions will be delegated to the chief executive, in line with their responsibilities for managing Leverhulme Academy Church of England and Community Trust in accordance with the strategic, planning and budgetary parameters and risk management strategy, as approved by the board.

The scheme is divided into the following sections:

- Vision, values and strategy
- Governance Structure and appointments
- Governance Operations and Risk
- Growth and strategic expansion
- Policy Approval and Frameworks
- Education and School Improvement
- Statutory Operations
- Vulnerable Students and Safeguarding
- Financial Governance
- Staffing arrangements - Pay and Conditions

The scheme of delegation adopts a clearer RACI-based governance model based on the following :

Accountable - A	Owns the decision and has final approval authority. Ultimately answerable for the task being delivered. May also be responsible for completing the task, or may delegate the task to others who are responsible for its completion. There should be only one group/person accountable for each task/decision.
Responsible – R	Responsible for the delivery. Does the work to achieve the task.
Consulted – C	Needs to be involved before the decision is made. Communication is two-way – these are important stakeholders or have relevant specialist knowledge in the subject.
Informed – I	Those to be kept up-to-date on progress. Communication is one-way, and may be updated only when the decision has been taken or the task completed.

Vision, values and strategy

		Members	Trustees	CEO	Local Governing Committees	Headteacher / Head of School
Vision and values	Define the Trust's vision and values		A	R	I	I
Strategic direction	Determining the overall strategic direction of the Trust and its academies. Consideration and approval of Trust's strategic plan.		A	R	C	C
Strategy	Any decision likely to have a significant impact on the Trust, including but not limited to financial, operational, strategic or reputational.		A	C		
	Extension of the Trust's activities into significant new business.		A	R	C	I
	The LGC's is to take the lead generally in developing the individual academy's strategy so it:				A	R
	• becomes and remains a sustainable, vibrant and high-quality provider of education;				A	R
	• plays an effective part in the wider MAT family; and				A	R
	• contributes to the renewal and sustainability of the community it serves				A	R
Other major strategic decisions	The Trust Board is responsible for approving any major strategic proposals.		A	R		

Governance Structure and appointments

		Members	Trustees	CEO	Local Governing Committees	Headteacher / Head of School
Corporate governance	Approval of the corporate governance framework.	A	C			
	Changes to the structure, size and composition of the Board. Appointments by co-option to the Board.	A	C	I		
	Major changes to Trust's management and control structure.	A	C	I		
	Appointment and removal of Trustees to the Board	A	C	I		
	Agree and review Articles of Association	A	R	C	I	
	Appointment and removal of members	A	I	I		
	Scheme of delegation		A	C	I	I
	Selection of the Chair of the Board and other Board positions (such as Vice-Chair).		A	C	I	
	Undertaking reviews of its own performance, and that of individual trustees in receipt of contracts for services, in line with Charity Commission regulations and guidance		A	C	I	
	The cycle of board meetings, the composition of board agendas. Appointment of an effective board secretariat /clerk.		A	C	I	
	Appoint and remove Governors to the Local Governing Committees		A	C	C	

Governance Operations and Risk

		Members	Trustees	CEO	Local Governing Committees	Headteacher / Head of School
Risk management	Approval of Trust's risk management strategy and risk framework, and actively managing risk		A	R		
	Business continuity and emergency framework		A	R		C
	Maintenance of academy operational risks					A
Audit	Appointing auditors and approval of changes to auditors' overall terms of appointment. Consideration of significant issues arising from the work of appointed auditors.		A	R		
Health and Safety	It is the responsibility of Board to ensure that health and safety laws are adhered to and the appropriate health and safety policies are in place. The operational compliance of this function will be delegated on a day to day basis to the Chief Executive and their team		A	R	I	C
	Development of a health and safety culture throughout the academy, ensuring that staff are aware of their responsibilities					R
	• drawing up site specific health and safety procedures (with the support of the Business Manager as appropriate)					R
	• ensuring staff are aware of their responsibilities					R
Key performance indicators - Trust	The Trust Board will set and review key performance indicators for the Trust.		A	R	I	

		Members	Trustees	CEO	Local Governing Committees	Headteacher / Head of School
Key performance indicators - Academy review	The LGC will review the key performance indicators for the individual academy				A	R
Partnering Arrangements (e.g. membership of Teaching School Alliances)	The CEO is responsible for approving any new partnering arrangements.			A	C	R
	The LGC is to take the lead in developing the academy's strategy on partnerships. The Headteacher / Head of School will provide such further information and assistance as the CEO may need in order to make a decision concerning the arrangement.				A	R
Legal Claims	The Headteacher / Head of School is to notify the CEO and CFO of any actual or potential claims or proceedings affecting the Academy as soon as becoming aware of them.		A	R	I	I
Communication and advocacy	Approval of communication strategy and plans in relation to matters of political or reputational significance.		A	R		

Growth and strategic expansion

Academy Trust Growth	Consideration of business case and due diligence process		A	R		
	Approve sponsorship or re-brokerage into the Trust	I	A	R	I	I
Expansion of existing facilities/ taking on new premises	The LGC is to take the lead in developing the academy's strategy on the use of existing facilities and any plans for expansion. The Trust Board will review any business case and decide whether to approve it or not		A	R	C	C

Policy Approval and Frameworks

Policy Development (Safeguarding / Health and Safety/ HR and Finance)	Policies requiring consistency across all the academies in the Trust will be drafted by the CEO or CFO. The Trust Board (or one of the committees of the Board) will approve all such policies and any amendments to them		A	R	I	C
	The Headteacher / Head of School will be responsible for ensuring that Trust policies and procedures are applied and implemented across the academy. The LGC will note the policies requiring consistency across all the academies as approved by the Trust Board and monitor their implementation				I	R

Education and School Improvement

Education and School improvement	Trust wide school improvement strategy (including curriculum and assessment)			A		C
	Academy improvement strategy			A		
	Setting academy targets / performance			A	C	C
	Trust quality assurance framework			A		C
	Individual academy level monitoring					
	• educational performance				A	R
	• SEND				A	R
	• attendance				A	R
	• behaviour				A	R
	• pupil premium				A	R
	• pupil wellbeing				A	R
	• safeguarding				A	R

Statutory Operations

Admissions	Setting school admissions policy. All Academies will follow the Trust framework for admissions				A	R
	Admissions outside the usual age group			A		R
	PAN changes				A	R
Academy Hours and Term Times	The Board is responsible for setting the opening and closing times for Academies taking into consideration the views of the Headteachers and LGC. The Board has delegated this power to Local Governors on the proviso they continue to follow Government guidance relating to hours and term times			C	A	R

Collective worship	The LGC will determine arrangements for collective worship at each academy school.				A	R
Uniform	Setting the uniform policy				A	R
Careers guidance	Careers guidance and Gatsby benchmarks				A	R
Ofsted inspection	Ofsted inspection deferral requests			A		C
First Aid	First Aid and paediatric sufficiency					A
Stakeholder engagement	The LGC will promote partnership working between parents/carers and the academies to promote high standards of attendance, behaviour and learning by students.				A	R
	The LGC will ensure that such feedback is used to support the development of best practice and to promote the quality of the overall student experience.				A	R
	Undertake consultation with students, parents/carers and other stakeholders as part of a programme of regular self-evaluation by the academies to assess its performance against its stated aims and objectives				A	R

Vulnerable Students and Safeguarding

Safeguarding	Approves safeguarding policy		A	R	I	I
	Receives annual safeguarding assurance		A	R	I	I
	Appoints safeguarding Trustee		A			
	Ensures Trust compliance		A	R		
	Ensures DSL arrangements in place for each academy			A		R
	Ensures operational safeguarding arrangements in place for each academy			A		R
	Monitor safeguarding implementation at academy level				A	R

SEND	SEND strategy		A	R		
	SEND annual report				A	R
	SEND compliance				A	R
	SEND monitoring				A	R
Off site provision	Off site provision (behaviour / placement) entry			A		R
Permanent Exclusions	All Academies will follow Trust procedures for permanent exclusions and independent permanent exclusion appeals.				Appeal Committee	A
Pupil Premium	The LGC will review the use of the pupil premium in terms of educational outcomes and narrowing the gap at each academy school.				A	R
PE and Sports Premium	Monitoring PE and Sports Premium				A	R
Inclusion	Inclusion strategy		A	R	C	C
	Monitoring inclusion grant funding and impact				A	R

Financial Governance

Budget setting	Consideration and approval of the Trust's annual budgets.		A	R		
Annual report and accounts	Approval of annual report and accounts, in conjunction with the accounting officer.	I	A	R	I	I
Pension schemes	Approval of changes to the rules of the pensions scheme (including Approval of pensions discretions within the local government pension scheme)		A	R		
Procurement	Ensuring the procurement strategy delivers value for money, and complies with relevant statutory requirements including modern slavery compliance and sustainability		A	R		

Central services	Determine central service top slice, allocation to schools and oversee effectiveness of services provided centrally by the Trust		A	R	I	I
Performance management and contract management	Determination and approval of arrangements for performance management and contract management.		A	R	I	I
Leasehold or tenancy agreement	Granting or taking up of any leasehold or tenancy agreement		A	R		
Guarantees, indemnities and letters of comfort	Any contract guarantees, indemnities and letters of comfort entered into		A	R		

Staffing arrangements - Pay and Conditions

Staffing and HR policy	Appointment of the chief executive		A		I	I
	Approval of significant changes to overall HR policy and procedures, including staff terms and conditions of employment and pay policy.		A	R	I	C
	Determining the remuneration of the CEO and CFO.		A			
	Decision to make redundancies		A	R		C
	Appointments / hearings and suspensions will be managed in accordance with the relevant policy and the Trust HR arrangements. Advice must be taken from HR in all cases. Should an instance arise where those with delegated authority are precluded through conflict of interest the final arbiter will be designated by the CEO or Trust Board. Further guidance is available from HR.					