

March 2021



# **Outwood Grange Academies Trust**

## **Scheme of Delegation**

Complying with Financial Regulations

# Rationale

The underlying principles for this Scheme of Delegation are;

That all academies are in a partnership of equals irrespective of their length of membership

1. OGAT is a registered charity and it remains true to its aims and objectives.
2. OGAT is mindful that their function is to ensure that all statutory obligations are met (there are differences in the governance arrangements of maintained schools and academies).
3. OGAT believe the governors of each Academy Council are best able to service the needs of their Academy and their local community.
4. OGAT Board's intention is to be as light-touch as possible within the Scheme of Delegation in order for Academy Councils and Governors to make decisions at a local level to fully meet the needs of the students and the local community.

# General Information

## Vision and Values

As a multi-academy trust we want to be known for placing...

*"Students first: raising standards and transforming lives"*

*Martyn Oliver, CEO*

As a high-performing multi-academy trust we embrace the opportunity to ensure that all children, irrespective of their starting point, receive an excellent education. We relish the opportunity to be part of the much needed regeneration of the areas we work in. To achieve this aim staff within OGAT have three values in common. They:

- put 'students first' - they care deeply about children;
- strive to be experts in their respective fields; and
- are obsessive about attaining the highest standards.

## Principles Underlying our Academies

We feel strongly that academies should enhance the educational provision of an area, drive up standards, particularly for the most vulnerable, and play a central role in the regeneration of communities. We believe that improving young people's life chances is essential to developing a strong local economy. Our philosophy and values are reflected in the ten underlying principles of our trust:

- We always put 'Students First'. We care deeply about children;
- We want to be known for our track record in raising standards: we are obsessive about results;
- Our staff are experts in their field and through the Outwood Institute of Education (OIE) we will always aim to recruit, retain, develop and develop both our own staff and help to develop the education system as a whole; in particular supporting the development of multi-academy trusts, to the best of our ability;
- We want to transform the life-chances of our children by focusing on raising standards, particularly in the basic skills of literacy and numeracy as well as in employability skills so that our students have the best possible start in life;
- We believe that local children should attend local schools and we are not selective in our admissions: we are fully inclusive and welcome children from vulnerable groups, e.g. SEND, LAC, etc.;
- We play our full role in behaviour partnerships/hard to place protocols;
- We follow the guiding principles of School Teachers Pay & Conditions and National Joint Council conditions of service and want to work positively with professional association and actively involve them in our decision making;
- We always put collaboration before competition and will never do anything detrimental to a young person, member of staff, school or college in a neighbouring community;
- We believe in the implementation of a systematic model: our 7 strand transformation model, across our multi-academy trust which enables every individual academy and all our academies collectively, our 'family of schools', to raise standards significantly and transform children's life-chances. Individual academies are encouraged to retain and develop their own unique local community links and character alongside our transformation model; and

- The Trust will ensure that it creates ‘capacity in advance of need’ at every level of the organisation. Decisions to support new schools will be led by the capacity available and in our confidence that our existing academies continue to perform. Parents/carers and students would quite rightly never forgive us if standards in our existing academies declined.

### **Outwood Grange Academies Trust Members**

Members are responsible for the appointment of Directors on to the OGAT Board and the oversight of good governance across the Trust. OGAT currently has three members:

- Chair of the OGAT Board
- Roland Harden
- Steven Harness
- David Tibble
- Jamie Allison

### **Outwood Grange Academies Trust (OGAT)**

Each Academy is ultimately governed by the Trust Board (OGAT). OGAT shall have regard to (but for the avoidance of doubt shall not be bound by) any guidance as to the governance of the academies that the Secretary of State may publish.

OGAT is governed by non-executive directors constituted under a Memorandum of Association and Articles of Association. This Board of Directors (Board) is responsible for ensuring that high standards of corporate governance are maintained. The Board exercises its powers and functions with a view to fulfilling a largely strategic leadership role in the running of the academies. This affords greater opportunities for collaboration not only with regards to teaching and learning but also in terms of the management of each Academy, including the procurement of goods and services.

The Board is also governed by the terms of any Funding Agreements that are in place and the Academies Financial Handbook (AFH).

### **Directors of Outwood Grange Academies Trust (OGAT) Board**

D Earnshaw (Chair)

R Harden (Vice Chair)

M Oliver (Chief Executive and Accounting Officer and Ex-Officio Trustee)

R Pickles

S Hague

C Dalzell

K Bradford Company Secretary to OGAT

### **Academy Councils**

OGAT will establish Academy Councils, whose governors' role is to oversee the running of delegated aspects of the academies on behalf of the Trust. The membership of the Academy Council shall be for OGAT to decide in consultation with the Chair of the Predecessor School Governing Body. However, this document is intended to stress the critical role that Academy Councils have.

Each academy, or a group of academies across a close geographical area, has local governance arrangements in the form of an Academy Council (AC). The AC is a sub-committee of the Board. The role of the AC is to carry the Trust's vision, values, policies and priorities forward, provide internal assurance and, in addition, to develop the local community and employer links.

The AC are made up of governors who are expected to question, challenge and support the academy's leadership.

### **Communication between the Board and Academy Council**

The Board meet regularly and as often as necessary. The Chair of OGAT and Chief Executive will schedule meetings with the Chief Executive Principals, Executive Principals, Associate Executive Principals, Principals and Chairs of the Academy Councils as and when required. This provides an opportunity for

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\_Assigned to Katy Bradford\_

information sharing between the OGAT Trust Board and Academy Councils and have issues raised which may have influence across its broader family as well as particular institutions. Feedback from OGAT will be a standing item on all Academy Council agendas and all Academy Councils are required to provide a copy of their approved minutes of meetings to the OGAT Board.

### **Chief Executive Meeting**

The Chief Executive Meeting's purpose is to manage generally the business of the Trust within agreed financial limits set by the Board from time to time. Subject to these financial limits, they primary authority for the day to day management of the Trust's operations save for those matters which are reserved to the Board or its committees.

The Chief Executive's Meeting is the overall decision-making body for performance and delivery, under delegated authority from the Board.

### **Executive Board**

The main purpose of the Executive Board is to monitor, challenge and improve academy performance. This includes, but is not limited to:

- Academic performance of all students at every key stage;
- The implementation and consistency of the 7-strand transformation model;
- Curriculum and staffing management; and
- Financial and resource allocation.

The Executive Board is responsible for the day to day monitoring of the performance of the academies and for the educational outcomes of students, under delegated authority from the Board.

Each of the above bodies have detailed Terms of Reference which set out their roles and responsibilities and function. The authority of each group is controlled by the Board via this Scheme of Delegation.

March 2021



# Composition of Single Academy Councils

Type of Member	Number	Term of Office	How they are elected
Chief Executive	1	Indefinite	N/A – by appointment as Chief Executive
Chief Executive Principal	1	Indefinite	N/A – by appointment as Chief Executive Principal
Executive/Associate Executive Principal	1	Indefinite	N/A – by appointment as Executive/Associate Executive Principal
Principal of relevant Academy	1	Indefinite	N/A – by appointment as Principal
Sponsor Governor* (including Chair and Vice Chair)	Up to 8	4 years	By Outwood Grange Academies Trust Board resolution. The Board will take into account any representations made by the Academy Council when considering the re-election of the Sponsor Governor.
Teaching staff Governor	1	2 years	Teacher election – secret ballot to be organised by the relevant Academy
Support staff Governor	1	2 years	Support staff election – secret ballot to be organised by the relevant Academy

Parent Governor	2	2 years	Parent election – secret ballot to be organised by the relevant Academy
Clerk to the Academy Council	1	Indefinite	To be appointed by the Academy Council

\*At Outwood Academy Freeston 1 Sponsor Governor place will be reserved for a Trustee of the Normanton Freeston Foundation.

# Composition of Combined Academy Councils

Type of Member	Number	Term of Office	How they are elected
Chief Executive	1	Indefinite	N/A – by appointment as Chief Executive
Chief Executive Principal	1	Indefinite	N/A – by appointment as Chief Executive Principal
Executive/Associate Executive Principal	1	Indefinite	N/A – by appointment as Executive/Associate Executive Principal

Principals of relevant Academies	2	Indefinite	N/A – by appointment as Principal
Sponsor Governor (including Chair and Vice Chair)	Up to 10	4 years	By Outwood Grange Academies Trust Board resolution. The Board will take into account any representations made by the Academy Council when considering the re-election of the Sponsor Governor.
Staff Governor	2	2 years	1 Staff Governor will be appointed from each Academy Election – secret ballot to be organised by the relevant Academy
Parent Governor	2	2 years	1 Parent Governors will be appointed from each Academy Parent election – secret ballot to be organised by the relevant Academy
Clerk to the Academy Council	1	Indefinite	To be appointed by the Academy Council

### Central Functions

As part of a Family of Schools we aim to have the greatest amount of impact with efficacy. We are one of the most cost effective academy groups in the country (as evidenced by the DfE). A contribution of 5% of each academy's GAG income is levied which enables all academies access to a whole range of functions and services as and when required. This excludes any surplus carried forward or income generated by the Academy. In addition, when necessary, specific charges are made for bespoke intervention when curriculum and performance require e.g. long term or significant deployment of directors.

### Deployment of Directors

The ultimate responsibility for the deployment of Directors belongs to the Chief Executive. This will be based on identified need. Academy Principals should discuss their requirements with their Chief Executive Principal who will then broker that support on their behalf.

Budget Setting
<p>All final Academy and Group budgets must be submitted to the Board for ratification each year. Indicative budgets should be in place by February each year. Budgets require authorisation by the Principal, Chief Executive Principal, Chief Executive Officer and Chief Financial Officer prior to being presented to the Board.</p> <p>All Principals in conjunction with their Academy Council will submit their Academy Improvement Plan, Summary SEF and Curriculum Led Financial Plan to their Chief Executive Principal by the beginning of November each year.</p> <p>In secondary academies, Principals will work within specific parameters as follows:</p> <ul style="list-style-type: none"> <li>● Contact Ratio at 0.79</li> <li>● Curriculum Bonus &lt;8%</li> </ul> <p>It is acknowledged that for new schools joining the Trust that there will be a legacy curriculum in place. The following parameters apply in this situation:</p> <ul style="list-style-type: none"> <li>● Contact Ratio at 0.77</li> <li>● Curriculum Bonus &lt;10%</li> </ul> <p>In primary academies this will be:</p> <ul style="list-style-type: none"> <li>● Contact Ratio at 0.79</li> </ul>

Delegated Duty	Delegated Authority	Comment
Admissions	Academy Council	All Academies will follow the Local Authorities admission policy for 11 – 16 and their own at

		post 16 taking into account Local Authority admission policies.
Behaviour & Exclusion Panels	Academy Council	The Academy Council may appoint governors from other OGAT academy councils or Board Directors to form these panels (this excludes the Trust CEO as an ex-officio board Director).
Capital Programme	OGAT Board for projects over £10,000 Chief Executive for projects under £10,000	Proposed capital programmes need to be submitted by June each year with the approval of the Chief Financial Officer, Chief Executive Principal, Academy Council and Chief Executive.
Capital Programme Contract Variations	Academy Council – if within agreed programme budget/contingency OGAT – if exceeding agreed programme budget/contingency	It is suggested that a 10% contingency is built into all programmes to allow for some local contract variation during the programme.
Data Sharing Agreements	Data Protection Officer	One off decisions to share data will be agreed by the Principal at Academy level and the Data Director at Trust level. Where systematic data sharing is to be undertaken, a formal data sharing agreement must be approved by the DPO.
Health and Safety	OGAT Board	It is the responsibility of OGAT to ensure that health and safety laws are adhered to and the appropriate health and safety certificates are in place. The operational compliance of this function will be delegated on a day to day basis to the Chief Operating Officer and their team.

Income Generation	Academy Council	Any income generated will normally be managed through the Trust's trading subsidiary Outwood Grange Services Ltd.
Insurance	Chief Financial Officer	Insurance for our academies will be procured through the government's RPA scheme unless agreed otherwise by the Chief Financial Officer.
Investments	OGAT Board	OGAT currently invest any surplus monies in high interest accounts.
Permanent Exclusions	Principal/Head of School and Academy Council	All Academies will follow the Trust's Behaviour Policy for permanent exclusions and, where possible, work with the Local Authority to ensure independent permanent exclusion appeals.
Published Admission Number (PAN)	Academy Council if remaining unchanged OGAT Board if amending	The PAN must be set each academic year. There are consultation requirements where the PAN is being amended.
Service Level Agreements / Contracts	Academy – Business Manager/Academy Council Trust wide – Chief Finance Officer, Chief Operating Officer, Chief Executive	Depending on the context of each Academy, each Academy may have different SLAs / Contracts in place. It is the responsibility of the Business Manager, working with the Chief Operating Officer, to manage local SLAs and contracts. From time to time OGAT may procure SLAs on behalf of all academies as part of a best value review.

Safeguarding	OGAT Board	OGAT will, in respect of each Academy, act in accordance with, and be bound by, all relevant statutory and regulatory provisions for safeguarding. All Academies will follow OGAT's policy on safeguarding (the same staff identification scheme will operate in all Academies).
Academy Council specific delegated duties	Academy Councils	Additional specific delegated duties of the Academy Council are outlined in the document 'Academy Council Terms of Reference'. This document will be reviewed by the Trust Board as required.

# Financial Levels of Authority

Delegated Duty	Value	Delegated Authority	Comment
<p>All procurement must be carried out in compliance with the principles of the EU Treaties, include the free movement of goods (Article 28 of the EC Treaty), the right of establishment (Article 43), the freedom to provide services (Article 49), non-discrimination and equal treatment, transparency, proportionality and mutual recognition. For most goods and services where contracts will have a value over their lifetime in excess of the OJEU threshold, a strict procedure must be followed in compliance with the Public Contracts Regulations 2006 and related regulations.</p>			
<p><b>Approving adverse variances compared to the most recent budget or forecast</b></p>	<p>Unlimited</p>	<p>Chief Financial Officer, Chief Executive, Chief Operating Officer, Trust Board or Finance Committee.</p>	<p>Chief Financial Officer authority may be formally delegated to the Assistant Chief Financial Officer for specified periods.</p>
<p><b>Ordering good and services (including advertising of tenders and award of contracts)</b></p>	<p>Up to £2,499 (primary academies only)</p>	<p>Primary Academy Principal</p>	<p>If within approved budget level</p> <ul style="list-style-type: none"> <li>• Orders up to £5,000 at least a single written quotation is required</li> </ul>
	<p>Up to £9,999</p>	<p>Primary – Executive Principal &amp; Budget Holder Secondary - Academy Budget Holder (e.g. HODs) Group budget – Assistant Chief Financial Officer/Chief Operating Officer ICT Capital budget – Director of Technologies</p>	<p>If within approved budget level</p> <ul style="list-style-type: none"> <li>• Orders up to £5,000 at least a single written quotation is required</li> <li>• Orders over £5,001 and up to £24,999 require 3 written quotations</li> </ul>



	£10,000 - £49,999	Primary – Executive Principal & Budget Holder Secondary - Principal & Budget Holder Group budget – Assistant Chief Financial Officer/Chief Operating Officer ICT Capital budget - Director of Technologies	If within approved budget level. <ul style="list-style-type: none"> <li>Orders over £25,000 to be put out to tender</li> </ul>
	£50,000 - £99,999	Primary – Executive Principal & Budget Holder Secondary - Chief Executive Principal & Budget Holder Group budget – Chief Financial Officer/Chief Operating Officer ICT Capital budget - Director of Technologies	If within approved budget level <ul style="list-style-type: none"> <li>Orders over £25,000 to be put out to tender</li> </ul>
	£100,000- £299,999	Chief Financial Officer, Chief Executive & Budget Holder	If within approved budget level <ul style="list-style-type: none"> <li>Contracts over EU thresholds for the time being (for guidance refer to <a href="http://www.ojec.com/Thresholds.aspx">www.ojec.com/Thresholds.aspx</a>):to follow a compliant process under the Public Contracts Regulations 2006 and subsequent legislation</li> </ul>

	£300,000 and above	OGAT Board (2 signatures), Chief Executive & Chief Financial Officer.  The tender documents must be approved with the Board prior to the tender being advertised.	If within approved budget level <ul style="list-style-type: none"> <li>• Contracts over EU thresholds for the time being (for guidance refer to <a href="http://www.ojec.com/Thresholds.aspx">www.ojec.com/Thresholds.aspx</a>):to follow a compliant process under the Public Contracts Regulations 2006 and subsequent legislation</li> </ul>
	Authority to accept other than lowest quotation or tender	Approval required in accordance with the delegated authority set out above	Chief Financial Officer 'single supplier' authorisation required where 3 quotes cannot be obtained e.g. where there are not 3 viable alternative suppliers
<b>Capital Projects</b>	Up to £25,000	Chief Operating Officer <ul style="list-style-type: none"> <li>- if a scheme agreed by Board</li> <li>- if within the emergency capital budget allocations</li> </ul>	If within approved budget level <ul style="list-style-type: none"> <li>• Orders up to £5,000 at least a single written quotation is required</li> <li>• Orders over £5,001 and up to £24,999 require 3 written quotations</li> </ul>
	£25,000 to £50,000	Chief Executive Officer <ul style="list-style-type: none"> <li>- if a scheme agreed by Board</li> <li>- if within the emergency capital budget allocation</li> </ul>	If within approved budget level <ul style="list-style-type: none"> <li>• Orders over £25,000 to be put out to tender</li> <li>• Contracts over EU thresholds for the time being (for guidance refer to <a href="http://www.ojec.com/Thresholds.aspx">www.ojec.com/Thresholds.aspx</a>):to follow a compliant process under the</li> </ul>

			Public Contracts Regulations 2006 and subsequent legislation
	Over £50,000	Board - or if outside the Board approved schemes or emergency budget allocation	<ul style="list-style-type: none"> <li>• Orders over £25,000 to be put out to tender</li> <li>• Contracts over EU thresholds for the time being (for guidance refer to <a href="http://www.ojec.com/Thresholds.aspx">www.ojec.com/Thresholds.aspx</a>): to follow a compliant process under the Public Contracts Regulations 2006 and subsequent legislation</li> </ul>
<b>Delegated Duty</b>	<b>Value</b>	<b>Delegated Authority</b>	<b>Comment</b>
<b>Authorising monthly salary payments</b>	Unlimited	Chief Financial Officer (or designated academy finance representative), Chief Operating Officer or Director of HR (or designated academy HR representative)	
<b>Delegated Duty</b>	<b>Value</b>	<b>Delegated Authority</b>	<b>Comment</b>
<b>Signatures for Cheques, BACS payment authorisations and other bank transfers</b>	Unlimited	Any two signatures in line with the Bank Mandate (A or B)	
<b>Delegated Duty</b>	<b>Value</b>	<b>Delegated Authority</b>	<b>Comment</b>

<b>Signatories for grant claims and DfE Returns</b>	Unlimited	One or two signatories from the following (as required): <ul style="list-style-type: none"> <li>• Trust Board Chair</li> <li>• Chief Executive</li> <li>• Chief Executive Principal</li> <li>• Executive/Associate Executive Principal</li> <li>• Principal</li> <li>• Chief Operating Officer</li> <li>• Assistant Chief Financial Officer</li> <li>• Chief Financial Officer</li> </ul>	Two signatories, or as required by DfE / EFA
<b>Delegated Duty</b>	<b>Value</b>	<b>Delegated Authority</b>	<b>Comment</b>
<b>Disposal of assets</b>	Up to £20,000	Principal & Assistant Chief Financial Officer	Director of Finance to report to OGAT Board
	Over £20,000	Chief Executive, Trust Board, Chief Financial Officer and DfE	DfE approval required for disposal of assets funded with more than £20,000 of DfE grant or transferred from the LA at nominal consideration
<b>Delegated Duty</b>	<b>Value</b>	<b>Delegated Authority</b>	<b>Comment</b>
<b>Write-off bad debts</b>	Up to £1000	Assistant Chief Financial Officer	
	Over £1,000	Trust Board & Chief Financial Officer plus DfE/ESFA approval (where the debts are more than 1% of total annual income or	Report to OGAT Board

		£45k (whichever is smaller), per single transaction, cumulatively 5% of total annual income as long as have 2 years of timely unqualified submitted accounts).	
<b>Delegated Duty</b>	<b>Value</b>	<b>Delegated Authority</b>	<b>Comment</b>
<b>Write-off overpayments to staff</b>	Up to £1,000	Assistant Chief Financial Officer	Limit as per ESFA apply as included in write off of bad debts.
	Over £1,000	Chief Financial Officer	
<b>Delegated Duty</b>	<b>Value</b>	<b>Delegated Authority</b>	<b>Comment</b>
<b>Purchase or sale of freehold property</b>	Any	OGAT Board, Chief Executive & Chief Financial Officer plus DfE approval required	Secretary of State approval required
<b>Granting or taking up of any leasehold or tenancy agreement exceeding 3 years</b>	Any	OGAT Board, Chief Executive & Chief Financial Officer plus DfE approval required	Secretary of State approval required
<b>Any guarantees, indemnities and letters of comfort entered into</b>	Any	OGAT Board, Chief Executive & Chief Financial Officer plus DfE approval required	
<b>Ex-gratia payments</b>	Any	Chief Executive & Director of Finance plus DfE approval required	

# HR Levels of Authority

APPOINTMENTS	
<p><b>All appointment panels must contain at least one member who has undertaken Safer Recruitment Training The Chief Executive may nominate an alternative representative if they are unavailable to make up a panel</b></p>	
Chief Executive / Chief Executive Principals	Trust Board (minimum of 3 members, with non-voting co-optees as required)
Chief Operating Officer/Chief Financial Officer	Board Member, Chief Executive and 1 other as determined by the Chief Executive
Executive Principal/Associate Executive Principal	Board Member/Chief Executive, Chief Executive Principal and 1 other as determined by the Chief Executive
Principal	Board Member/Chief Executive, Chief Executive Principal and 1 other as determined by the Chief Executive
Directors of Curriculum Subjects	2 members of the Executive Team and 1 other as determined by the Chief Executive
Directors of central functions e.g. HR, Data	Chief Operating Officer and 2 others as determined by the Chief Executive
Vice Principals	Chief Executive Principal/Executive Principal/Associate Executive Principal and Principal (or as delegated by the Chief Executive Principal)
Assistant Principals and SLT Support Staff	Principal, Vice Principal and 1 other as determined by the Principal

Associate Assistant Principals and Deeps Posts	Principal, Vice Principal and 1 other as determined by the Principal
Head of Department / Faculty / Lead Teachers	Principal, appropriate Director of Subject (if applicable) and 1 other as determined by the Principal
TLR Posts	Principal (or nominated representative), Director of Subject (if applicable) and Head of Department
All other Teaching posts	Principal (or nominated representative), Director of subject (if applicable) and Head of Department
All Support Staff posts (other than SLT posts)	3 staff, including line manager of the post, determined by Principal or Chief Operating Officer (Group posts below Director)

**DISCIPLINARY CASES AND DISMISSALS**

**For all disciplinary cases and dismissals the following delegation model shall apply:**

- Disciplinary
- Capability (professional competence)
- Ill Health Capability
- Redundancy. (The Board will have determined that there is a Redundancy situation)
- Some other substantial situation

**For all disciplinary cases and dismissals the following delegation model shall apply:**

<b>Posts</b>	<b>Delegated Authority</b>	<b>Appeal</b>
Chief Executive	Board member	3 Board members

Chief Executive Principal	Board member or Chief Executive	3 Board members
Executive Principal/Associate Executive Principal	Board member or Chief Executive	3 Board members
Chief Operating Officer, Director of Executive Services & Chief Financial Officer	Board member or Chief Executive	3 Board members
Principal	Board Member or Chief Executive	Board Member
Group and Curriculum Directors	Chief Executive or Founding Chief Executive or Chief Executive Principal or Chief Operating Officer	Board Member, Chief Executive or Chief Executive Principal or Founding CEO
Vice Principal and SLT Members	Founding Chief Executive or Chief Executive Principal or Executive Principal or Associate Executive Principal	Chief Executive or Founding Chief Executive or Chief Executive Principal
All other Academy posts	Principal	Founding Chief Executive or Chief Executive Principal or Executive Principal or Associate Executive Principal
All other Group posts	Chief Operating Officer	Chief Executive or Founding Chief Executive or Chief Executive Principal



All Finance posts	Chief Financial Officer	Founding CEO, Chief Operating Officer, Chief Executive Principal or Chief Executive
<b>GRIEVANCE</b>		
<b>Posts</b>	<b>Delegated Authority</b>	<b>Appeal</b>
Chief Executive	Board Member	Chair of Board
Chief Executive Principal	Chief Executive	Board Member
Chief Operating Officer, Director of Executive Services & Chief Financial Officer	Chief Executive	Board Member
Executive Principal/Associate Executive Principal	Chief Executive	Board Member
Principal	Founding Chief Executive or Chief Executive Principal or Executive Principal or Associate Executive Principal	Chief Executive or Founding Chief Executive or Chief Executive Principal
Group and Curriculum Directors	Chief Executive or Founding Chief Executive or Chief Executive Principal or Chief Operating Officer	Board Member or Chief Executive or Founding Chief Executive or Chief Executive Principal
Vice Principal/SLT Member	Principal or Chief Executive Principal or Executive Principal/Associate Executive Principal	Chief Executive Principal or Founding Chief Executive or Chief Executive

All other Academy posts	Principal	Chief Executive Principal or Founding Chief Executive or Executive Principal or Associate Executive Principal
All Finance posts	Chief Financial Officer	Founding Chief Executive or Chief Executive Principal or COO
All other Group posts	Chief Operating Officer	Founding Chief Executive or Chief Executive Principal
<b>OTHER HR FUNCTIONS</b>		
<b>Function</b>	<b>Delegated Authority</b>	
Compromise agreements up to and including £10,000	Chief Executive Principal and Director of HR to agree terms Chief Executive to sign	
Compromise agreements in excess of £10,000	Chief Executive and Director of HR to agree terms Chair of Board to sign	
Compromise agreements in excess of £50,000	Approval to be sought from the EFA/HM Treasury	
<b>Signature of Letter of Appointments</b>	<b>Delegated Authority</b>	
Chief Executive	Chair of Board	

Chief Executive Principal	Chief Executive
Executive Principal/Associate Executive Principal	Chief Executive
Principal	Chief Executive or Chief Executive Principal determined by the Chief Executive
Curriculum Group Posts	Chief Executive or Director of HR if unavailable
Business Group Posts	Chief Operating Officer or Director of HR if unavailable
All other posts	Principal or Chief Executive Principal or Director of HR if unavailable
Collective Agreements	OGAT Board (Chair of Board to sign)
Teachers Pay – Threshold/UPS	Principal
<b>Function</b>	<b>Delegated Authority (within latest approved budget/forecast)</b>
<p><b>Acting up Payments/Additional Payments</b></p> <ul style="list-style-type: none"> <li>● Chief Executive/Founding Chief Executive/Chief Executive Principal</li> <li>● Executive Principal/Associate Executive Principal</li> <li>● Principal</li> <li>● Vice Principal</li> <li>● All other Academy staff</li>   <li>● All Curriculum ‘Group’ posts</li> </ul>	<ul style="list-style-type: none"> <li>● OGAT Board on recommendation of Finance Committee</li>   <li>● OGAT Board on recommendation of Finance Committee</li> <li>● Chief Executive</li> <li>● Chief Executive</li> <li>● Executive Principal/Associate Executive Principal on the advice of the Director of HR</li> <li>● Chief Executive</li> </ul>

<ul style="list-style-type: none"> <li>• All Business ‘Group’ posts</li> <li>• Any additional payment for external work, e.g. through Teaching School</li> </ul>	<ul style="list-style-type: none"> <li>• Chief Operating Officer</li> <li>• Chief Executive</li> </ul>
Function	Delegated Authority (within latest approved budget/forecast)
<p><b>Performance Management</b></p> <ul style="list-style-type: none"> <li>• Chief Executive</li> <li>• Founding Chief Executive</li> <li>• Chief Executive Principal</li> <li>• Executive Principal, Associate Executive Principal</li> <li>• Chief Financial Officer, Chief Operating Officer, Director of Executive Services</li> <li>• Principal</li> <li>• Senior Curriculum Directors</li> <li>• Curriculum Directors</li> <li>• Business Group Directors</li> <li>• Vice Principal</li> <li>• All other Group posts</li> <li>• All other Academy posts</li> </ul>	<ul style="list-style-type: none"> <li>• Chair of Board plus 1 other Board member</li> <li>• Chief Executive</li> <li>• Chief Executive</li> <li>• Chief Executive and Chief Executive Principal (if relevant)</li> <li>• Chief Executive</li>   <li>• Chief Executive Principal</li> <li>• Chief Executive</li> <li>• Senior Curriculum Director</li> <li>• Chief Operating Officer</li> <li>• Principal</li> <li>• Director of Service/line manager as agreed</li> <li>• In accordance with the list of agreed Reviewers approved by the Academy Principal</li> </ul>
<p><b>Staffing restructures</b></p>	<p>Chief Executive, Chief Executive Principal and Chief Operating Officer (working within parameters set by the Director of Curriculum)</p>

<p><b>Re-grading/Re-designation/increase/decrease in hours</b></p> <ul style="list-style-type: none"> <li>● Salaries in excess of £60,000</li> <li>● Support staff posts below £60,000</li> <li>● Teaching posts below £60,000</li> </ul>	<ul style="list-style-type: none"> <li>● Board on the recommendation of the Finance Committee</li> <li>● Chief Operating Officer</li> <li>● Chief Executive</li> </ul>
<p>Creation of permanent new posts with salary above £60,000</p>	<p>OGAT Board with salary recommendation from Finance Committee</p>
<p>Creation of permanent or temporary new support staff posts with salary below £60,000</p>	<p>Chief Operating Officer</p>
<p>Replacement of permanent or temporary support staff posts</p>	<p>Chief Operating Officer</p>
<p>Creation of permanent or temporary new teaching posts with salary below £60,000</p>	<p>Secondary Teaching - Executive Director of Curriculum                  Secondary SLT - Chief Executive Principal                  Primary - Chief Executive Principal</p>
<p>Replacement of permanent or temporary teaching staff posts</p>	<p>Secondary Teaching - Executive Director of Curriculum                  Secondary SLT - Chief Executive Principal                  Primary - Chief Executive Principal</p>
<p>Revisions to Pay and Conditions</p>	<p>OGAT Board</p>
<p>Decision to make Redundancies</p>	<p>OGAT Board on recommendation from Chief Executive and Chief Operating Officer</p>

Authorisation of redundancy/early retirement payments	Chief Operating Officer or Director of HR so long as redundancies were approved by Board
Determination of Chief Executive's and Chief Executive Principal's pay range	OGAT Board on recommendation from Finance Committee
Determination of pay range for an individual with a salary in excess of £60,000	OGAT Board on recommendation from Finance Committee
Determination of pay range for an individual with a salary less than £60,000	Chief Executive on the recommendation of the Chief Operating Officer
Determination of pay progression of the Chief Executive	OGAT Board on recommendation of Chief Executive Performance Management Committee
Determination of pay progression of Vice Principals within their pay grade	Chief Executive reported to the Finance Committee and OGAT Board on the basis of Performance Management
Determination of pay progression of Chief Executive Principals, Curriculum and Subject Directors, Principals and any Executive Team within their pay grade	Chief Executive recommendation to the Finance Committee to be agreed by the Board on the basis of Performance Management
Determination of pay progression of teaching posts below L18 within their pay grade (including Threshold)	Principal on agreement with Chief Executive Principal, reported to the Academy Council on the basis of Performance Management
Variation to contracts of employment	SLT - Chief Executive Principal Secondary Teaching - Executive Director of Curriculum Primary Teaching - Chief Executive Principal Support - Chief Operating Officer

Administration of employment contracts, pay and conditions of services (with the exception of previous delegated authorities)	Director of HR (with reference to the Chief Executive, Chief Executive Principal or Chief Operating Officer as appropriate)

N.B – Any other delegated Authority not described above would need to be referred to the OGAT Board for a decision

All post holders will include 'Acting' or 'Associate' post holders

The position of Head of School will assume the same delegated authority within Trust policies, procedures and this scheme of delegation, as the position of Principal.

# Systems and Policies

System/Policy	Changes	Delegated Authority
Behaviour - Consequences	New/additional behaviour consequences added to an Academy Behaviour Policy	Chief Executive Principal to recommend to Chief Executive Officer for approval.
Development of new Trust Wide Policies	Consultation with Executive Team	OGAT Board