



# Scheme of Delegation

## January 2026

**Date of Review:** January 2026  
**Approved by:** Trust Board  
**Next Review Date:** January 2027

## Key Principles of Operation:

This Scheme of Delegation must be read alongside the latest Academy Trust Handbook (ATH) and the Academy Trust Governance Guide. Where this document references ESFA, this now refers to the Department for Education (DfE). All delegations and financial limits operate within ATH Part 5 Delegated Authorities and Governance Guide requirements.

**Please note:** References to 'the CEO' refer to the Joint Interim CEOs Kathryn Mort, the Executive Head of Peel Brow Primary School and East Ward Primary School, and Chris Bell the Head Teacher of Parrenthorn High School. They act jointly on all matters. Chris Bell is the Accounting Officer.

## Underlying principles

The following principles will guide and secure the purpose and goals of the Trust: -

- ➔ All directors, governors and professionals working for the Trust will accept and embrace their professional responsibility to care for every child and young person within the Partnership. They will be open to change, treating all within the wider VMAT community with dignity and respect at all times.
- ➔ Every child has the right to the highest quality academic, social, emotional, spiritual and physical education.
- ➔ High quality intervention will be provided when appropriate to ensure the learning needs of ALL pupils are met at the earliest opportunity (Inc. in early years).
- ➔ Those involved in Trust leadership and governance accept responsibility for high quality in-service training and an appraisal process that is challenging and supportive to enable outstanding teaching and leadership.
- ➔ All children and young people will be nurtured within an agreed moral framework secured through British values, values of community schools and the values identified in the United Nations Convention on the Rights of the Child.
- ➔ There will be clear structures in place to ensure that the voices of all children, young people and adults within the Trust are heard and valued.
- ➔ The Trust will value and respect each school's distinctive ethos and identity.
- ➔ The Trust will aim to identify and foster the passions that motivate each child and provide an atmosphere where children enjoy learning and want to go to school.

The Trust will ensure compliance with statutory governance and transparency requirements, including updating Get Information About Schools (GIAS) within 14 calendar days of any governance change and publishing required governance and policy information on the Trust and school websites.

At Vision Multi Academy Trust (VMAT), we are dedicated to fostering an inclusive environment where every individual is valued and respected. We believe that diversity enriches our community

and enhances the educational experience for all. Our commitment to diversity and inclusion is reflected in the following principles:

1. **Equal Opportunities:** We ensure that all children, staff, and stakeholders, regardless of their background, have equal access to opportunities and resources. This includes promoting equity in academic, social, and extracurricular activities.
2. **Respect and Dignity:** We treat everyone within our community with dignity and respect, celebrating the unique contributions of each individual. We actively work to eliminate discrimination and bias in all forms.
3. **Inclusive Curriculum:** Our curriculum is designed to reflect and celebrate the diverse backgrounds of our students. We incorporate diverse perspectives and experiences to prepare our students for a global society.
4. **Supportive Environment:** We provide a supportive and nurturing environment where all individuals feel safe, valued, and empowered to express their identities. We offer resources and support to ensure the well-being and success of every member of our community.
5. **Continuous Improvement:** We are committed to continuous improvement in our diversity and inclusion practices. This includes regular training for staff, ongoing evaluation of our policies, and active engagement with our community to address emerging needs and challenges.

By embracing diversity and fostering inclusion, we aim to create a vibrant and dynamic learning environment where every individual can thrive and reach their full potential.

## Introduction to Trust and Local Accountability

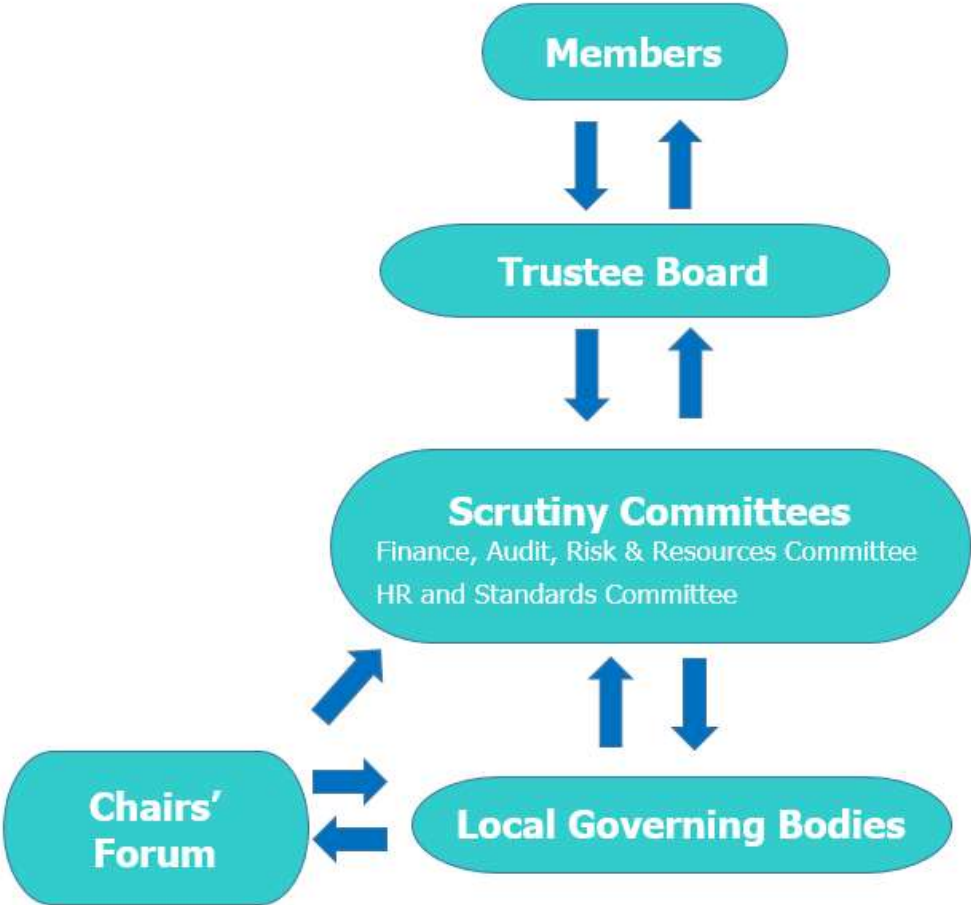
Vision Multi Academy Trust is the statutory body for all the schools within the MAT. The Secretary of State for Education has entered into an agreement with Vision Multi Academy Trust assigning responsibility to the Trust for operations and educational standards covering all schools under its aegis.

The Trust Board may delegate the authority to make certain decisions to a local governing body or designated committee. The Trust must approve the membership and proceedings of any local governing body or committee, with due regard to the requirements of the Trust's Articles of Association.

Only the Trust Board can take decisions on the delegation of powers, including the establishment of local governing bodies or committees, the approval of terms of reference, the appointment of governors [with the exception of elected parent or staff governors], or non-governors to any committees, or the delegation of any powers to a local governing body, committee or individual. Individuals may include, for example, the Chair of the MAT, Chief Executive Officer (CEO), the Chair of local governing bodies or Headteachers of constituent schools. The Trust Board must also review the terms of reference, constitution and membership of any local governing body, committee or sub-committee annually.

The Trust Board may establish a local governing body in each school, with agreed delegation arrangements. The committee structure of the local governing bodies may include sub-committees.

The local governing body must also review the establishment, terms of reference, constitution and membership of any committee or sub-committee annually. The membership of any local governing body committee may include associate members, provided that a majority of members of the committee are governors. Each committee must have a chair, who is either appointed by the local governing body or elected by the committee. The Trust Board may remove the chair of a committee from office at any time.



### Appointment of Local Governing Bodies and Committees

The delegation arrangements should be kept under constant review, and should be approved each year with regard to each member School, (e.g. the first Trust Board meeting in the autumn term). Good practice requires the Trust Board to consider the delegation arrangements at least annually.

The Governance Professional will ensure governance changes are reflected on GIAS within 14 calendar days and that website publication requirements are met in line with DfE guidance.

### Retention of Powers

Some key decisions cannot be delegated and must be taken by the Trust Board. In these cases the Trust Board may still ask a person or a working group to consider issues and make recommendations to them, as long as the full Trust Board takes the decision. This is also true for the local governing body, where some key decisions cannot be further delegated and must be taken by the local governing body. Again, the local governing body may ask a person or a working group to consider issues and make recommendations to them, so long as the local governing body takes the decision. The Trust Board and local governing bodies should take care to distinguish between committees, which have delegated powers and working groups/parties, or informal groups, which do not.

The Trust Board is the employer of all staff and therefore is the final appeal body in matters of pay and staff discipline. Decisions relating to staff dismissal and appeals must be referred to the staff discipline committee and staff appeal committee.

The Trust Board is the admissions authority for all schools in the Trust and has approved an overarching Admissions Policy covering all schools.

The Trust Board will agree the final budget for each school.

The Trust Board may delegate such authority as it deems appropriate to a Local Governing Body but the Trust Board remains collectively and personally responsible for every decision made by the Local Governing Body.

Consequently the Trust Board will not:

- (a) fetter or restrict its own ability to withdraw such delegation at any time, with or without notice; or
- (b) delegate authority to a Local Governing Body to:
  - set a budget without the approval of the Trust Board
  - appoint or remove a headteacher (though the Local Governing Body will be consulted)
  - appoint or remove a Chair or Vice Chair of a Local Governing Body
  - suspend or remove a Local Governing Body Member
  - act in a way inconsistent with any of the Trust's published policies and procedures

### **The role of the Local Governing Body is to:**

- ➔ Oversee the School's activities and curriculum within the agreed vision, strategy values and ethos of the Trust
- ➔ Have an oversight and monitoring role and is expected to report to the Board of Trustees on the performance of its School
- ➔ Be accountable to the Board for that performance
- ➔ Feedback any issues arising to the Board through their Chair
- ➔ Ensure finances are applied appropriately at School level to address school improvement issues and to meet the needs of pupils in receipt of pupil premium and those with special educational needs and disabilities

- ➔ Ensure there are champions for key aspects of the school's performance such as performance, safeguarding, behaviour and attendance, health and safety and premises management, link governor visits, pupil premium and disadvantaged pupils and SEN
- ➔ Chairs of each Local Governing Body meets with the CEO three times per year.

## Structure

The Local Governing Bodies meet in line with the Board of Trustees meeting cycle. This means they meet prior, within a few weeks, to each board meeting so there can be a flow of information from the LGB to the Board meetings. Only one meeting is held unless there is a requirement to hold an ad hoc sub-committee meeting.

There is also the option to hold a Chairs' Forum that meet termly in between the LGB meeting and the Board meeting to ensure the correct flow of information to the Board. This meeting is held with the CEO. These meetings ensure the sharing of good practice and the participation in shaping the Trust's future.



## Table of Responsibilities

Duties are delegated through this SoD, in accordance with the table below:

Delegated Duties	
People	
<b>Members Appoint/Remove</b>	The Members appoint and remove members in accordance with the Articles of Association.
<b>Trustees Appoint/Remove</b>	<p>The Members appoint Trustees in accordance with the Articles of Association. Trustees can appoint co-opted Trustees. Trustees can cease to hold office if they are removed by the person who appointed or elected them or otherwise by ordinary resolution of the Members.</p> <p>Co-opted Trustees can be removed by resolution of the Trustees, excluding other co-opted Trustees who are not entitled to vote on the matter.</p> <p>Trustees can be disqualified in accordance with the Articles of Association.</p>
<b>CEO Dismissal</b>	<p>The Board of Trustees dismisses the CEO.</p> <p>"When the senior executive leader plans to leave the trust (for example, retirement or resignation), the board of trustees should approach their Regional Schools Commissioner (RSC) in advance to discuss their structure and options, including plans for recruitment" Academy Trust Handbook 2024</p>
<b>Executive Head Appoint and Dismiss</b>	The Board of Trustees appoints and dismisses the Executive Head.
<b>CFO Appoint and Dismiss</b>	The Board of Trustees appoints and dismisses the CFO.
<b>Chair and Vice Chair of the Trust Board Appoint/Remove</b>	The Trustees elect the Chair and Vice Chair of the Board, who can resign office at any time or be removed in accordance with the Articles of Association.

<b>Chair and Vice Chair of Trust Committees</b>	The Trustees elect the Chair and Vice Chair of the Trust Committees.
<b>Clerk to the Board of Trustees Appoint/Remove</b>	The Trustees appoint and remove the Clerk to the Board of Trustees.
<b>LGB Chairs Appoint/Remove</b>	The LGB is responsible for the election and removal of the Chair for the LGB, subject to the Trust Board approval. The Chair of the LGB shall be elected annually.
<b>Clerk to the LGB</b>	The LGB appoints and removes the Clerk to the LGB.
<b>LGB Parent Governor Election Appoint/Remove</b>	The LGB undertakes the election process for the appointment of the parent governor and is responsible for the removal of the parent governor.
<b>LGB Staff Governor Election Appoint/Remove</b>	The LGB undertakes the election process for the appointment of the staff governor and is responsible for the appointment and removal of the staff governor.
<b>LGB Co-opted Governor Appoint/Remove</b>	The LGB appoints and removes the LGB Co-opted governors subject to the approval of the Board of Trustees.

Systems and Structures	
<b>Articles of Association Agree and Review</b>	The Members agree, review and update the Articles of Association; the Board of Trustees recommends amendments to the Members for approval.
<b>Governance Structure for the Trust Agree and Review</b>	<p>The Board of Trustees is responsible for the Governance Annual Review and for approving the Governance Structure of the Trust.</p> <p>The Board of Trustees will carry out an internal annual review and if necessary, will utilise support from another School trust.</p>
<b>Scheme of Delegation Agree and Review</b>	<p>The Board of Trustees is responsible for producing and approving the Scheme of Delegation.</p> <p>The LGB recommends amendments to the Board of Trustees for approval.</p>
<b>Register of Business Interests</b>	The LGB compiles and updates the register; individual Trustees, LGB governors and senior leadership staff are responsible for completing, submitting and reviewing their own Register of Business Interest forms.
<b>Publishing the Trust's Governance Information on the Trust's Website</b>	The Clerk to the Board is responsible for publishing and maintaining governance documents and information on the Trust website, with compliance to be monitored by the Board of Trustees, and ensure compliance with DfE "What academies must publish online" guidance.

<b>Publishing LGB Governance Information on the School's Website</b>	The Office Manager for the LGB is responsible for publishing and maintaining governance documents and information on the school's website, with compliance to be monitored by the LGB and the Governance professional.
<b>Terms of Reference for the Board of Trustees Agree and Review</b>	The Clerk to the Board is responsible for producing the Terms of Reference and taking it to the Board of Trustees for approval.
<b>Terms of Reference for the LGBs and its Committees Agree and Review</b>	The LGB is responsible for producing the Terms of Reference and taking it to the Board of Trustees for approval.
<b>Annual Cycle of Business for the Trust Board Agree and Review</b>	The Governance Professional is responsible for producing the Annual Cycle of Business and taking it to the Board of Trustees for approval.
<b>Annual Cycle of Business for the LGB Agree and Review</b>	The Governance Professional is responsible for producing the Annual Cycle of Business and taking it to the Board of Trustees for approval.
<b>LGB Agenda Template</b>	The Governance Professional is responsible for producing the Agenda Template and taking it to the Board of Trustees for approval.
<b>LGB Minute Template</b>	The Governance Professional is responsible for producing the Minute Template and taking it to the Board of Trustees for approval.

<b>Holding to Account</b>	
<b>Monitoring and evaluating the effectiveness of compliance with statutory requirements, such as H&amp;S, Fire Management, Safeguarding and Information Governance.</b>	The LGB is responsible for monitoring and evaluating the effectiveness of compliance with these statutory requirements for its individual School and to report to the Trust HR and Standards Committee
<b>Performance Management of the CEO</b>	The Board of Trustees is responsible for the performance management of the CEO.
<b>Performance Management of Executive Head.</b>	The CEO is responsible for the performance management of the Executive Head.
<b>Performance Management of the School Headteacher</b>	The CEO and Chair of the LGB are responsible for the performance management of the School Headteacher in accordance with the Trust's Pay Policy.
<b>CEO pay award</b>	The Board of Trustees approves the pay award for the CEO, in line with the Trust's Pay Policy.
<b>School Headteacher pay award</b>	The CEO determines the School Headteachers' pay award in line with the Trust's Pay Policy, in conjunction with recommendations from the LGB.
<b>School Headteacher Appoint and Dismiss</b>	The Board of Trustees determines the selection panel and appoints and dismisses the School Headteacher, taking into account recommendations of the LGB.

<b>Trust Committees</b>	The Board of Trustees determines the structure of the Trust Committees.
<b>Trust Central Service Team</b>  <b>Appoint and Dismiss</b>	The CEO recommends appointments and dismissals to the Trust Central Services Team. The Board of Trustees approves these recommendations and is ultimately responsible for appointing and dismissing the Trust Central Service Team.
<b>Senior Leadership Team</b>  <b>Appoint and Dismiss</b>	The School Headteacher and CEO recommend appointments and dismissals of the Senior Leadership Team within the Schools to the Board of Trustees. The Board of Trustees is ultimately responsible for the appointments and dismissals of the Senior Leadership Team.
<b>Executive Team</b>  <b>Appoint and Dismiss</b>	The CEO and a panel of Trustees (to be determined by the Trustees) appoint and dismiss the Executive Team save for the CEO, Executive Head, CFO and Executive Headteachers who are appointed in accordance with this table unless the CFO needs to be separate due to finance regulations.
<b>School Staff</b>  <b>Appoint and Dismiss</b>	The School Headteacher appoints and dismisses the School Staff within the agreed staffing structure.

Trust Strategy	
<b>The Trust Vision and Strategy, Determine, Deliver and Performance Manage</b>	The Board of Trustees determines and performance-manages the Trust Vision and Strategy, delegating responsibility for the delivery of the strategy to the CEO.
<b>Growth of the Trust</b>	The Board of Trustees will consider requests from other schools to join the Trust in consultation with the LGBs, Executive Headteachers, HR and Standards Committee, CEO and Executive Head.
<b>School Improvement, Determine, Deliver and Performance Manage</b>	<p>The LGB approves and delivers the School Improvement Plan for the School, with the Board of Trustees monitoring delivery and performance.</p> <p>The Board of Trustees will monitor the delivery of the School Improvement by approving the School Improvement Plan and monitoring minutes of executive team meetings.</p>
<b>The Trust Policies Determine, Review &amp; Update</b>	The Board of Trustees or the Trust Committees determine, review and approve the Trust Policies. The LGB is responsible for adoption and compliance within its School.
<b>Central services, Agree, Implement and Manage</b>	The Board of Trustees determines the scope of shared back-office services to be delivered centrally. The Trust's FARR Committee implements the services to be delivered centrally and the LGB monitors the effectiveness of the delivery of these services for its School.
<b>Centrally procured contracts and SLAs</b>	<p>The Board of Trustees determines the contracts and SLAs to be procured on behalf of the Schools and ensures that centrally procured services provide value for money.</p> <p>The Trust's FARR Committee reviews procured contracts and SLAs, and the LGB monitors the effectiveness of the delivery of these contracts and SLAs for its School.</p>
<b>Trust Risk Register, Establish, Monitor and Review</b>	The Board of Trustees establishes, monitors and approves the Trust Risk Register, delegating the monitoring and management of the Trust's operational risks to the Trust FARR Committee.

<b>School Risk Register, Establish, Monitor and Review</b>	The Board of Trustees approve the School Risk Register. The Trust FARR Committee monitors compliance with this requirement. The LGB is responsible for reporting any issues which arise to the Trust FARR Committees.
<b>Budget Setting for the Trust Determine, Approve and Monitor</b>	The Board of Trustees prepares and submits the Trust's budget. The CFO submits ongoing financial monitoring reports to the Board of Trustees/Trust FARR Committee for scrutiny and challenge.
<b>School Staffing Structure</b>	The LGB can propose changes to the School staffing structure, within the School's agreed budget to the Trust Board. These proposals are reviewed and agreed upon by the CEO and the Trust Board. The Trust FARR Committee then monitors the implementation and effectiveness of the approved staffing structure."

<b>Staff staff Whole School Pay</b>	The Board of Trustees establishes and annually reviews the Whole School Pay Policy and the LGB implements the policy.
-------------------------------------	---

Ensuring Financial Probity	
<b>Trust Policy on Financial Delegation, Establish and Review</b>	The Board of Trustees establishes the Financial Delegation Policy and the LGB implements the policy within its individual School.
<b>Appointment of External Auditors</b>	The CFO/COO proposes the appointments of external auditors to the Board of Trustees for approval.
<b>External Auditor Reports Receive and Respond</b>	The Board of Trustees receives and responds. The LGB implements the actions that are relevant to its School, in accordance with instruction from the Board of Trustees.
<b>Trust Procurement Policies</b>	The Trust FARR Committee proposes the procurement policies to the Board of Trustees for approval.
<b>Related-Party Transactions</b>	All intended related-party transactions must be declared via the DfE online form. Prior approval is required for transactions $\geq$ £40,000 per supplier per financial year. All transactions must be at cost and disclosed in annual accounts.

<b>Performance and Curriculum</b>	
<b>School Development Plan</b>	The Headteacher, in consultation with the LGB, proposes the School Development Plan for approval by the Board of Trustees.
<b>School Curriculum Plan</b>	The LGB proposes and approves the School Curriculum Plan.
<b>Inspections (Ofsted)</b>	The Board of Trustees is ultimately responsible for all inspections.

<b>School Organisation</b>	
<b>School Day Times</b>	Proposed by the LGB, in consultation with the CEO and approved by the Board of Trustees.
<b>Dates of School Terms and Holiday</b>	Proposed by the LGB, in consultation with the CEO and approved by the Board of Trustees.
<b>INSET Days</b>	Proposed by the LGB in consultation with the CEO.

Admissions	
<b>Admissions Policy</b>	The LGB is responsible for consulting annually on proposed admissions arrangements for a minimum of 6 weeks between 1 October and 31 January. The Board will determine arrangements by 28 February and publish them by 15 March for the following academic year, in line with the School Admissions Code.

Exclusions	
<b>Exclusions</b>	<p>The LGB considers representation of parents and carers, considers the reinstatement of an excluded pupil in accordance with the exclusions policy and statutory guidance.</p> <p>Where necessary the LGB shall also organise an independent review panel. The Exclusions Policy provides guidance regarding the process that will be followed.</p> <p>The LGB must comply with statutory timeframes for exclusions and ensure parents are informed of their right to request an Independent Review Panel (IRP) within 15 school days. Panels and IRPs may be conducted remotely where requested, in line with current regulations.</p>

Complaints	
<b>Complaints</b>	The LGB is responsible for investigating complaints from parents/carers. The Trust Complaints Policy provides guidance regarding the process that will be followed.

## Leadership Team

The leadership team will be convened by the CEO. The leadership team will be responsible and held to account for the following aspects of the Trust's operation:

- ➔ Curriculum
- ➔ Performance
- ➔ Behaviour
- ➔ SEND Provision
- ➔ CPD
- ➔ Safeguarding

The team will, from time to time, depending on the matters under discussion/development incorporate members of the wider leadership teams in each School, and may also include local governing body members or Trust Board members.

As referred to above, a committee consisting of more than one third employees of the Trust may not have governance powers delegated to it. The Leadership Team is therefore part of the Operational Structure rather than the Governance Structure. The CEO and Headteachers have delegated operational authority through their contracts of employment and their job description. The Leadership Team will also make recommendations on policy and strategy to the Trust.

## Responsibilities of Vision Multi Academy Trust

The following is not meant to be an exhaustive list but has been developed to highlight the main responsibilities of the Trust for comparison with the responsibilities of the schools within the Trust and their local governing bodies. The Trust Board and its committees/Local Governing Bodies will be mainly responsible for the strategic direction of the Trust and all its member organisations. The operational aspects of the Trust will be the responsibility of the Leadership Team.

## Finance

1. Vision Multi Academy Trust Board will consider the MAT's indicative funding, notified annually by the ESFA and assess implications for the School in advance of the financial year, drawing any matters of significance or concern to the attention of the local governing bodies.
2. The Board will determine the level of any contingency fund or balances to be held by the Trust and its academies, ensuring the compatibility of all such proposals with the development priorities set out in the Trust Development Plan.
3. Vision Multi Academy Trust Board will receive and scrutinise the annual budgets and forecasts ensuring that they are:
  - ➔ in accordance with the funding agreement, the Trust's memorandum and articles of association and ESFA financial handbook consistent with the Trust's Development Plan.
  - ➔ The Trust Board will determine approval/non-approval of the School's budget. In the event of non-compliance or failure of the local governing body to demonstrate effective performance, the Board may withdraw or vary the delegated powers.

4. It will consider and monitor regularly the MAT's short term and long-term revenue and capital budget and financial planning to ensure the MAT's long-term sustainability
5. It will monitor and review income and expenditure against budgets on a regular basis and ensure compliance with the overall financial plan for each School, and with the Trust's financial regulations, drawing any matters of concern to the attention of the Trust Board.
6. It will contribute to the formulation of the Trust's development plan, through the consideration of financial priorities and proposals.
7. It will review and approve any virements and other transactions in accordance with the Trust's Financial Regulations and Scheme of Delegation.
8. It will oversee tendering (where required) and the signing of contracts
9. It will be responsible for the amendment of Trust and School staffing establishments.
10. Annually it will review and update all financial policies in accordance with the policy review schedule. These will include:
  - ➔ the Trust's Scheme of Delegation
  - ➔ fees and charges for school services, including but not limited to school meals, music tuition and the hire of school premises and facilities
  - ➔ individual School financial contributions to the management and governance costs of the Trust
  - ➔ cross charging and transfer arrangements between academies
  - ➔ service charges to the academies and other parts of the Trust for centralised functions
  - ➔ lettings
  - ➔ gifts and hospitality
  - ➔ donations
11. To ensure the preparation of the Trustees' report and financial statements to form part of the annual report and financial statements of the Trust for filing in accordance with Companies Act and Charity Commission requirements
12. To explore and agree income generation for the schools in the Trust, including lettings income, grants, fund raising and sponsorship opportunities and support the work of local PTAs/Parents Associations/Friends in their fundraising activities.
13. Preparation of a disaster recovery/business continuity plan for the Trust and ensuring local plans exist in each School in the Trust. The Trust prohibits payment of ransomware or cyber extortion demands, in line with ATH guidance.

The Finance, Audit, Risk and Resources (FARR) committee is authorised to investigate on the behalf on the board of directors anything that threatens or adversely affects the accomplishment of the Trust's aims and objectives, its assets, the reliability of all records and information, and its compliance with all relevant laws, regulations, policies and its governing instruments.

## Investigations

The FARR committee is authorised to investigate on the behalf on the board of directors anything that threatens or adversely affects the accomplishment of the Trust's aims and objectives, its assets, the reliability of all records and information, and its compliance with all relevant laws, regulations, policies and its governing instruments.

## HR

The Vision Multi Academy Trust Board is the employer of all staff and therefore is the final appeal body in matters of pay and staff discipline.

### HR and Standards Committee

The role of the HR and Standards Committee is to review relevant policies, scrutinise review performance and make recommendations to the Board in accordance with agreed Terms of Reference. The HR Committee is made up of trustees from the Trustee Board.

### The Board has the following responsibilities with regard to HR:

The approval of School staffing structures within the School's budget, including approval of any restructuring

The organisation of procedures for the appointment of senior staff at the schools, including middle leaders

1. The appointment of headteachers
2. To determine the Pay Policy for the Trust
3. To advise each local governing body/finance committee on current and future pay levels
4. To ratify appropriate salary ranges and starting salaries for lead practitioners, and members of the Leadership group;
5. To ratify annual pay progress for teachers (by 31 October at the latest) as set out in the Pay Policy, taking account of any recommendations made by the local governing body in accordance with the approved pay policy.
6. To approve applications to be paid on the Upper Pay Range
7. To approve annual pay progression for the Executive Headteacher (by 31 December at the latest), taking account of the recommendation made by the Performance Review Panel, following the annual review.
8. To determine the application of national inflationary increases as required;
9. To oversee the work of the Staff Disciplinary/Dismissal Committee and the Staff Appeals Committee (including pay appeals)
10. To monitor and review the performance and pay of all headteachers in the Trust.
11. To oversee the recruitment, induction, training, CPD, wellbeing and other HR processes for all staff within the Trust at a strategic level.
12. To ratify all HR policies for the Trust

Executive pay decisions must be transparent, proportionate and defensible, in line with ATH guidance. Employee benefits over £100k must be published on the Trust website.

### Admissions

1. The Trust Board is the admissions authority for all schools in the Trust.
2. It will set the admissions criteria for each school in the Trust on an annual basis, which will be consulted on and published annually

3. It will ensure the organisation of an independent admissions appeal committee as and when required.

## Premises

The Vision Trust Board is responsible for the estate management strategy for the Trust. Its responsibilities as they relate to the estate will include:

1. To make and review recommendations for the future premises provision and monitor the Estate Management Strategy
2. To ensure the development and maintenance of an asset management plan to ensure the development, maintenance and replacement of all physical assets, equipment and facilities of all schools in the Trust.
3. To oversee the appointment of architects, builders, grounds maintenance teams, surveyors etc. and monitor all aspects of their work
4. To ensure support for local site teams

## IT

The Vision Board is responsible for:

1. Ensuring compatibility and integration of computer systems across all schools in the Trust to facilitate maximum efficiency and cohesiveness
2. Developing an IT strategy for the Trust that maximises the use of technology in both administrative and academic settings.

The Board will oversee compliance with DfE digital and estate standards, including cybersecurity, filtering and monitoring, and estate safety (RAAC/asbestos). The Trust will maintain a climate action plan and report annually on sustainability progress.

## Marketing, Public Relations, Grant Applications and Communication

To agree the marketing strategy for the School Trust that:

1. Will develop the Trust's identity
2. Will identify stakeholders and encourage engagement.
3. Will develop a Public Relations and communication strategy that promotes the success of the Trust and its constituent Academies within our community, using local and national press agencies where appropriate.
4. Will develop a sponsorship programme and research grant aiding across both primary and secondary areas.
5. Will oversee the development of the Learning Trust web site and review content and ease of use.

## Governance

1. To monitor the performance of the local governing bodies, including regular self-review to ensure that the LGBs are making sufficient impact and is fit for purpose.
2. To oversee the identification of development needs and organisation of governor development.

## Community/Membership

1. Oversee the development of any stakeholder forums (e.g. Parents' Forums) and membership.
2. Encourage and facilitate community involvement in the Trust

## Strategic direction

1. To set strategic direction and priorities for the Trust and all member schools
2. To set the vision, mission and ethos of the Trust and ensure it is embedded in each School in the Trust
3. To oversee and ratify a three-year plan for the Trust
4. To ratify the appointment and focus of an external SEP for each School in the Trust and the overall performance of the Trust. SEP report to LGB for commentary to the Board.
5. To develop and monitor the implementation of a Trust wide School Improvement Plan, taking into account recommendations from the Leadership Team and the SEPs, with targets, which will feed into the performance review of the CEO and the Headteachers.
6. To monitor the performance of the Schools in the Trust against the School Improvement Plan.
7. To ensure the EP facilitates collaboration and support for school improvement across the Trust

## Delegated Authorisation Limits

### Compliance with ATH Delegated Authorities

All financial delegations are subject to the Academy Trust Handbook Part 5. Prior approval from DfE is required for novel, contentious or repercussive transactions, certain special payments, related-party transactions above thresholds, and asset disposals beyond delegated limits.

### Purchase Order Approval Limits (subject to budget)

Office Manager	Up to £5,000
Headteacher	From £5,000.01 up to £25,000
CFO	From £25,001 up to £50,000
CEO	From £50,000.01 up to £100,000
Board of Trustees	Over £100,000

### BACS approval

Two authorisers from CEO, COO and CFO

### Virement Limits

CFO/CEO	Up to £100,000
FARR Committee	Over £100,000

### Writing off bad debts

CFO	Up to £500
FARR	Over £500

### Disposal of Surplus Stock, Stores & Assets (estimated value)

Headteacher	Up to £500
Board of Trustees	Over £500

Board of Trustees plus prior approval of DfE where required as stipulated in the Academies Trust Handbook.

### **Other Monetary Limits**

Mileage Allowance	HM Revenue & Customs approved rate
Petty Cash	£100 imprest limit, restricted to £10 for individual purchases (except for an Unusual Event)
Cash held in a school safe	£2000
Cash held by employees, Trustees or governors	£200
Crossed cheques	£1000

### **Ordering Procedures**

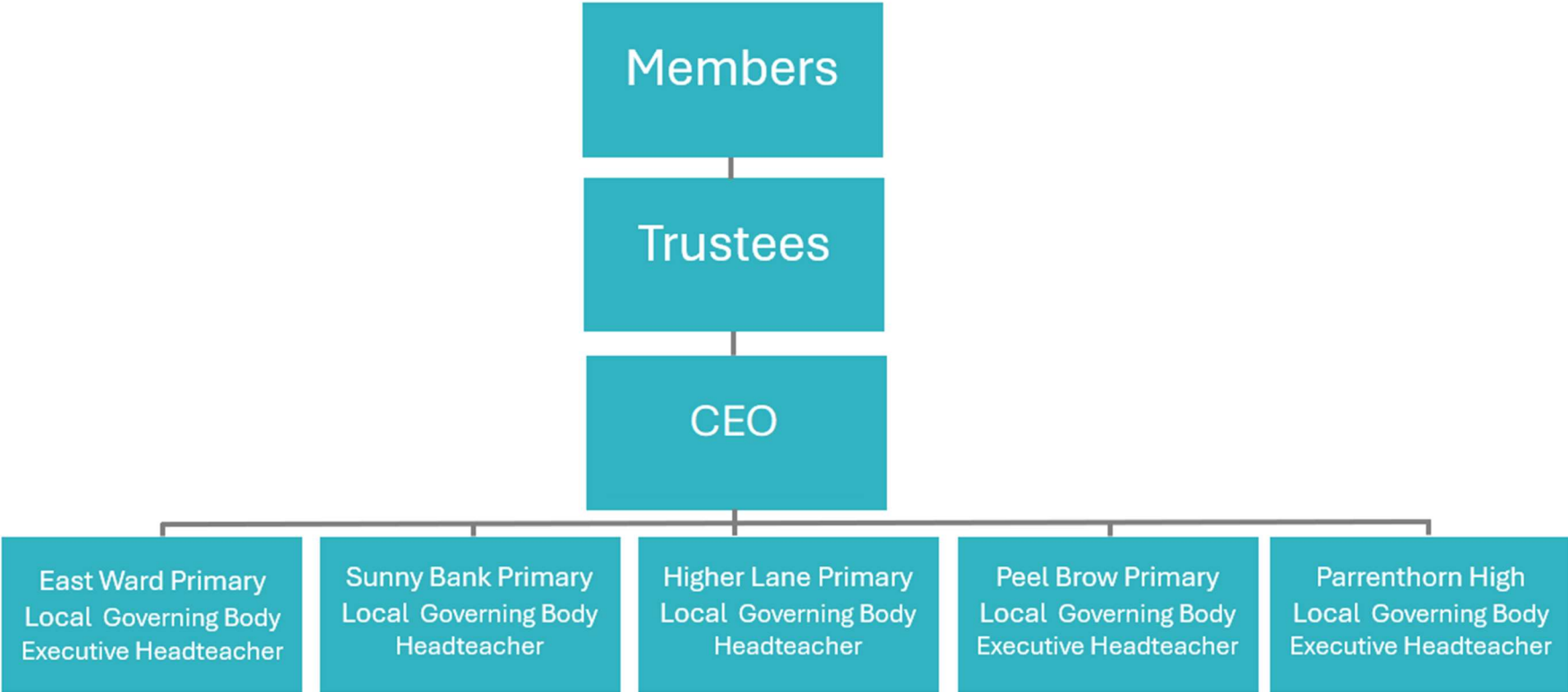
Three competitive quotations (written evidence required)	£5,000 - £50,000
Tendering procedure	Over £50,000

Procurement must follow DfE “Buying for schools” guidance and comply with the Procurement Act 2023. For high-value contracts, use compliant frameworks or competitive tendering routes.

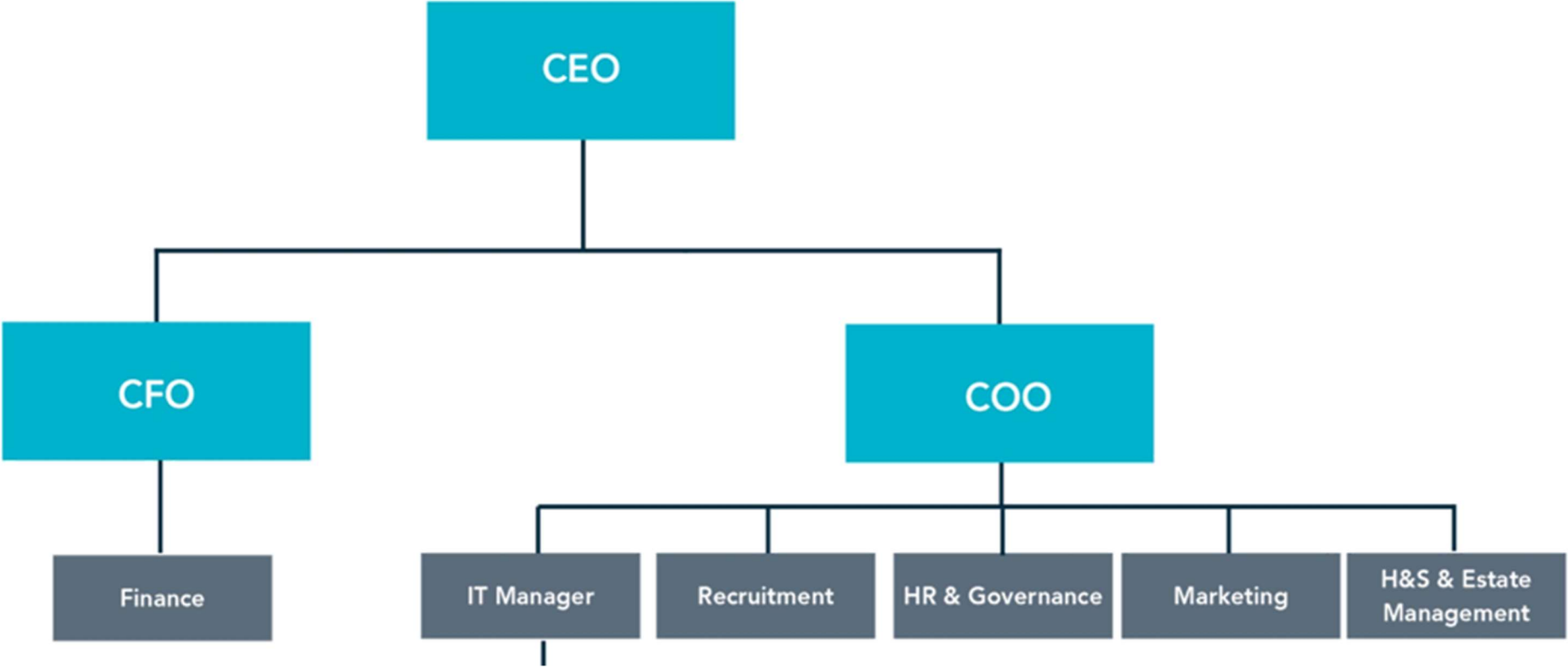
### **Asset Register**

Capitalisation limit	Over £1,000 with a useful economic life of at least three years.
Attractive portable items	Over £250

# Organisational Structure



# Central Team Structure



**Organisational Structure**

The diagrams below illustrate the structures within the Trust board.

