



Scheme of Delegation 2025-26

The Board of Trustees has overall legal responsibility for the operation of The Moorlands Primary Federation (the Trust) and the schools within it. It is legally responsible and accountable to the Department for Education and must operate and comply with the provisions set out in its constitutional documents and all relevant legislation including, the Articles of Association of the Trust, the Master Funding Agreement and the Academy Trust Handbook.

In accordance with the terms of its Articles of Association, the Trust's powers are exercised by its Trustees with the CEO having executive authority for day-to-day operations. In accordance with the terms of its constitutional documents and, where applicable, determinations made by the Trustees, this Scheme of Delegation sets out in detail those powers which are reserved to the Trustees (the Board) and the responsibilities delegated to Trust Sub-Committees, Executive Officers, School Leaders and school staff.

The scheme is reviewed by Trustees at least once per year and is subject to modifications made by Trustees from time to time. Whilst the scheme intends to cover all foreseen responsibilities, it is not exhaustive and when in doubt, relevant parties should engage in discussions prior to decision making to ensure the Trust meets regulations set out in the Academy Trust Handbook.

Policy ratified: October 2024

Policy updated: October 2025

Changes made:

- i. *Addition of Deputy Business Manager, Headteacher and Executive Principal*
- ii. *Changes to purchasing limits*

KEY:

A- Approve

J - Joint Approval

R - Recommend

D - Develop

I - Implement

M - Monitor

		MEMBERS	TRUST BOARD	CHAIR OF TRUSTEES	HUMAN RESOURCES, AUDIT, RISK AND FINANCE COMMITTEE	PUPIL WELFARE, LEARNING AND ACHIEVEMENT COMMITTEE	TRUST GROWTH AND DEVELOPMENT COMMITTEE	CHIEF EXECUTIVE OFFICER	VICE CHIEF EXECUTIVE OFFICER	EXECUTIVE BUSINESS MANAGER	DEPUTY BUSINESS MANAGER	EXECUTIVE PRINCIPAL	HEADTEACHER	SCHOOL LEADER	SCHOOL OFFICE TEAM
1. Strategy															
1.1	Growth Plan		A M				DR	DRI	DRI	DI					
1.2	Trust Strategic Plan: agreeing key priorities and KPIs		A M				DR	DRI	DRI	DI					
1.3	Addition of new schools to Trust		A M				DR	DRI	DRI	DI					
1.4	Agree school recharges / central Trust spend		A M					DR		DRI					
2. Governance															
2.1	Appoint or remove Members	A													
2.2	Appoint or remove Trustees	A	R D	R				R	R						
2.3	Appoint or remove Committee Chairs		A		R	R	R								
2.4	Changes to committee governance or structure		A		R	R	R	R	R						
2.5	Changes to scheme of delegation		A		DR			DR	DR	DR IM					
2.6	Review and agree terms of reference for Trust Board and Committees		A		I	I	I	DR	DR	DR					
2.7	Annual schedule of Board and Committee meetings		A					DI							
2.8	Appoint and remove Clerk to Board		A					RI							
2.9	Annual register of business and pecuniary interests		M							I					
2.10	Approval of Trust policies not referenced under other sections		A					DRI	DRI	DRI					
2.11	Format for reports presented to Trustees		A					DRI	DRI	DRI				I	
2.12	Approve arrangements for dealing with complaints		A					DRI	DRI						

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3. Statutory Reporting															
3.1	Annual accounts and reports to funding and regulatory bodies	M	A		R					I					
3.2	Response to Auditors' Management Letter		M		A					I					
3.3	Appointment or removal of external auditors	A	R		M					R I					
3.4	Budget forecast return		J		R			M J		D R I					
3.5	Pension End of Year Certificate							M J		D R I					
3.6	VAT Returns							M		I					
4. Internal Financial Control															
4.1	Internal financial control systems				A			M		D R I					
4.2	Financial management and procedures manual				A			M		D R I					
4.3	Appointment or removal of internal auditors and agreement of audit plan				A					R I					
4.4	Related Party Transactions		M							I					
5. Budget and Management Reporting															
5.1	Trust budget - 3 year plan		A		R M			M	M	M D I					
5.2	Monthly management accounts				M			M	M	D I				M	
5.3	Review and agree capital spend		A		R M			D R M	D R M	D R I				R	
5.4	Effective use of benchmarking to ensure value for money				M			M	D R I						
5.5	Budget virements within overall annual budget				A			R		R I					
5.6	Expenditure and virements above overall annual budget		A		R			R		R I					

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6. Purchasing and Procurement															
6.1	Approval of contracts (within budget)		>£75,000		£30,001 - £75,000			£0- £30,000	£0- £30,000	£3,000					
6.2	Renewal of existing contracts (within budget)		A		A			A		R I	R I				
6.3	Approval of operating leases (total value over life of the lease)		>£50,000		£25,001 - £50,000			£25,000	£25,000						
6.4	Approval of purchase order or non order invoice		>£40,000		£20,001 - £40,000			£20,000	£20,000	£3,000	£1,000	£2,000	£1,500	£1,000	
6.5	Approval of expenditure above overall annual budget, including from reserves		A		R			D R		D R I					
6.6	Write off bad debt				A			R		R I					
7. Banking Authority and Cash Management															
7.1	Investment of funds				A			R M		D R I					
7.2	Open new bank accounts				A M					D R I					
7.3	New credit cards							A		D R I					
7.4	Monthly credit card purchase limit							£3,000	£3,000		£1,000	£1,000	£1,000	£1,000	£500
7.5	Credit card per transaction limit							£1,500	£1,500		£250	£250	£250	£250	£250
7.6	Inter account transfers							J		J					
7.7	Approve BACS payment runs							J		J					
8. HR, Staff Policies, Pay and Performance															
8.1	Recruitment and appointment of CEO		D R A I												
8.2	Recruitment of Vice CEO, Executive Principal and EBM		A		D R			D R I							
8.3	Recruitment of School Leader				A			D R I	D R I						
8.4	Recruitment of teachers							D A I	D A I						
8.5	Recruitment of support staff							A	A					D R I	
8.6	Significant restructures involving redundancy		A		D R			D R I		D R					

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8. HR, Staff Policies, Pay and Performance (cont.)															
8.7	Individual voluntary or statutory redundancy and other payments (settlement agreements, payment in lieu of notice etc) up to a maximum of £30,000 per agreement				A			R I							
8.8	Approve CEO expenses				A										
8.9	Approve staff expenses and additional hours claims (at least 2 approvals)							J	J	J		J	J	J	
8.10	Disciplinary and performance improvement procedures - CEO / VCEO		A												
8.11	Disciplinary and performance improvement procedures - all except CEO / VCEO							D A I	D A I						
8.12	Pay Policy, including pay point values				A			R		D R I					
8.13	Performance Review Policy				A			D R I	D R I						
8.14	CEO Performance Management (including pay progression)		A												
8.15	VCEO Performance Management (including pay progression)				M			D A I							
8.16	EBM Performance Management				M			D A I							
8.17	School Leader Performance Management				M			D A I	D A I						
8. HR, Staff Policies, Pay and Performance (cont.)															
8.18	Teacher Performance Management							M	M					D A I	
8.19	Support Staff Performance Management							M	M	D A I				D A I	
8.20	School Leader, teacher and support staff pay progression				A			R		I					
8.21	Change to School Leader ISR				A			D R		I					

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9. Performance and Curriculum															
9.1	Trust Development Plan?? SEF??					M		D A I							
9.2	Provision of the curriculum		A			M		D I	D I						
9.3	Monitor school progress against KPI's					M		D I	D I						
9.4	SEND provision					M		D I	D I						
9.5	Designate SENDCo responsibilities							I							
10. School Operations															
10.1	Admissions Policy		A					D R I	D R I						
10.2	Admissions Decisions					A		R I	R I						
10.3	Admissions Appeals					A		R I	R I						
10.4	Approval of changes to school opening times		A					R I	R I						
10.5	Approval of term dates / inset days		A					D R I	D R I						
10.6	Fixed term exclusion					M		A						R I	
10.7	Permanent exclusion		M			A		R I	R I						
10.8	Appointment of appeals panel to hear appeals against a permanent exclusion		A			R I									
10.9	Safeguarding monitoring		A			M		D R I	D R I						
11	Safeguarding training for all staff		M					D R I	D R I					I	

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11.	Premises and Risk														
11.1	Health and Safety Policy		A					D R I	D R I					I	
11.2	Management of risk: establish register, review and monitor		M					D R I	D R I	D R I					
11.3	Statutory compliance testing				M			D R I	D R I	D R I					
11.4	Fire risk assessment and asbestos risk assessment		M					D R I	D R I	D R I					
11.5	Maintenance and development of school site and buildings		M		M			D R I	D R I	D R I				I	
11.6	Insurance policy for buildings, public liability, business interruption, minibuses and van				M			R A		I					
11.6	Develop and monitor capital improvement strategy		A M					D R I	D R I	D R I					