Apex Collaborative Trust

Scheme of Delegation of Authority

The Scheme of Delegation of Authority (SoDA) operates across all of the schools in the Trust based on the assumption that a school is operating to a minimum acceptable standard both educationally and financially. This may be irrespective of current Ofsted grading. The Trustees have the right to remove this level of autonomy for the benefit of the overall Trust should there be concerns about the performance of the school.

Note: Although decisions may be delegated the Trustees remain responsible for any decision made under delegation.

Policy reviewed and adopted by Trustees	October 2026
Review frequency	**Annually**
Date of next review	October 2027
Responsible Officer	**CEO**

1. Introduction

1.1. This Scheme of Delegation applies to all schools operated by the Trust.

1.2. The Trustees are accountable to external government agencies including the Charity Commission, Companies House and the Department for Education (including any successor bodies) for the quality of education they provide and they are required to have systems in place through which they can assure themselves of viability, quality, safety and good practice. Under the Trust's Articles of Association, the Trustees control the management and administration. The Trustees have responsibility for directing its affairs, and for ensuring that it is solvent, well-run, and delivering the Trust's charitable objects for the benefit of the public.

1.3. In order to discharge these responsibilities, the Trustees appoint people who are more locally based to serve on Local School Committees (LSCs) which are established to ensure, on behalf of the Trustees, the good governance of the individual schools. The Local School Committees are established by the Trustees and are at all times subject to any directions the Trustees may give.

1.4. This Scheme of Delegation explains the ways in which the Trustees fulfil their responsibilities for the leadership and management of the schools, the respective roles and responsibilities of the Members, Trustees, Members of the Local School Committees, the Chief Executive Officer (CEO) and the Headteachers and the commitment to each other, to ensure the success of each school.

1.5. It is intended that a Local School Committee shall be established for each School. For the avoidance of doubt a Local School Committee may have delegated responsibility for more than one school.

1.6. The levels of delegation (see annex A for full governance structure) are as follows:

- Members
- Board of Trustees (including any sub committees)
- Local School Committee
- CEO – the CEO may delegate activities to other Trust employees including the CFO
- Headteacher – the Headteacher may delegate activities to other School employees

1.7. Certain decisions and actions in respect of the Trust and the schools are reserved to the Trustees. In general terms responsibility for the local strategy, and provision in each school will be delegated to a Local School Committee.

1.8. This Scheme of Delegation has been put in place by the Trustees from the effective date in accordance with the provisions of the Trust's Articles of Association (the "Articles") and it should be read in conjunction with those Articles. References in this Scheme to numbered Articles are to the relevant clause of the Articles.

1.9. The majority of delegations in the document are in relation to the financial affairs of the Trust and this document should be used in conjunction with the Financial Regulations of the Trust and the School Trust Handbook. Other delegations include:

- Strategy and Leadership (inc policy)
- HR/Staffing
- Education & Inclusion
- H&S and Asset Management
- Estates

2. Trust Visions & Values

Mission: *Make a difference in our communities by placing learning at the heart of all we do.*

Vision: *To be a collaborative and innovative Trust, which has the highest aspirations and provides the best opportunities for all of our students and staff to develop, thrive and succeed.*

Values:

Ambition - we strive to always push the limits of possibility with staff and students. We encourage aspiration and innovation and have the courage to take risks to inspire positive change. We resist complacency, take all opportunities, see failure as a chance to learn and persevere when the going gets tough**.**

Collaboration - we know we are stronger together and always seek opportunities to collaborate to improve provision for our students. We work alongside all stakeholders in our communities to develop effective partnerships and enhance what we do**.**

Trust - we value everyone equally and show this by acting with respect and integrity and ensuring we are inclusive at all times. We have high standards in all areas and foster a culture of personal growth where everyone takes responsibility for their actions and is encouraged to engage in self-reflection. We do the right things in the right way for our stakeholders**.**

2.1. Each school will have its own development plan agreed with the CEO which the Local School Committee will implement and monitor with the school leadership.

2.2. Schools within the Trust will work with each other in a co-operative and supportive manner; sharing expertise, best practice and specialisms.

2.3. Schools within the Trust will engage with other local schools and partners in order to ensure the best possible provision for children and families within a community.

3. Conflicts

3.1. In the event of any conflict between any provision of this Scheme of Delegation and the Articles, the Articles shall prevail.

4. Annual review

4.1. The Scheme of Delegation shall operate from the Effective Date and shall be in respect of each School.

4.2. The Trustees will have absolute discretion to review this Scheme of Delegation at least on an annual basis and to alter any provision of it.

4.3. In considering any material changes to this Scheme of Delegation or any framework on which it is based, the Trustees will have regard to and give due consideration of any views of the Local School Committees.

5. The role of Members

Trust Members have limited but very important powers within their remit. The main powers and rights include to:

- Appoint other members
- Change name of the Trust
- Amend the Articles of Association
- Appoint and remove Trustees
- Alter the governance structure
- Approve the appointment of the external auditors
- Receive the annual report and accounts from the Board
- Approve any service contracts with Trustees in accordance with the articles
- Give directions by special resolution to the Board
- Wind up the Trust

Key

●	Approve – the delegated level of responsibility for a decision to be made
←	Propose – make recommendation to the approver
←	Advise – give advice and opinion on delegated matter

M	Members of the Trust
BoT	Board of Trustees
CEO	Chief Executive Officer
LSC	Local School Committee
HT	Headteacher

			Approval Level				
Area		Task	M	BoT	CEO	LSC	HT
Governance	1	Vary the Articles of Association	●	←	←		
	2	Ensure review every year and changes to the SoDA		●	←	←	←
	3	Appoint or remove Trustees to the Board	●	●	←	←	
	4	Accept requests from other schools to join the Trust		●	←		
	5	Accept proposal to open a free school		●	←		
	6	Accept proposals for significant changes to a School (with RD approval where required)		●	←	←	←

			Approval Level				
Area		Task	M	BoT	CEO	LSC	HT
	7	Appoint the Chair of the Board, vice chair and Trust sub-committee chairs		●			
	8	Set Terms of Reference for the Trust Board and sub-committees		●	←		
	9	Appoint Chair of the Local School Committee		●	←	←	←
	10	Remove Chair of Local School Committee		●	←	←	
	11	Appoint or remove members of the school's Local School Committee			→	●	←
	12	Elect staff and parent governors				●	←
	13	Set Terms of Reference for the LSC		●	←	←	
	14	Review performance of LSCs and report to the Board		●	←	←	←
	15	Implement a Governance Accountability Cycle		●	←		
	16	Appoint a Chief Executive Officer (CEO)/Accounting Officer		●			←
	17	Appoint a Chief Financial Officer		→	●		
	18	Appoint a Company Secretary		→	●		
	19	Appoint Clerk to the Trust Board and committees		→	●		
	20	Appoint external auditors for Trust for up to 5 years	●	←	←		
	21	Appoint internal auditors or Responsible Person via Finance Risk and Audit Committee (FRAC)		●	←		
	22	Review Register of Business Interests for Members, Trustees, LSC Members and Senior Leaders and publish on websites.			●		
	23	Set up an Expenses Scheme for all Members, Trustees and LSC members		●	←		
	24	Report Trust annual performance in line with ATH expectations including with LSCs		●	←		

			Approval Level				
Area		Task	M	BoT	CEO	LSC	HT
	25	Implement a training programme for Members, Trustees, LSC members and Leaders	→	→	●	←	←
	26	Ensure 4 year external review of governance		●	←		
Strategy and Risk management	27	Setting of overall strategic direction of the Trust		●	←	←	←
	28	Setting Vision & Values of the Trust	→	●	←	←	←
	29	Setting KPIs and Strategic Objectives for the Trust		●	←		←
	30	Produce a medium-term Trust Strategic Development Plan (timescale agreed with Trustees)		→	●	←	←
	31	Accept and review progress of medium-term Year Trust Strategic Development Plan		●			
	32	Set the Risk Strategy and Risk Appetite for the Trust (including all specific school risks)		●	←		←
	33	Maintain a Trust business continuity plan		●	←		←
	34	Responsibility for monitoring of the Risk Action Plan via the Finance Audit and Risk Committee		●	←		
	35	Setting KPIs and Strategic Objectives of an individual school			●	←	←
	36	Produce a School Development Plan			→	●	←
	37	Review progress across Trust of School Development Plans			●	←	←
Admissions	38	Changes to Admission Policy (including consultation required)		●	←	←	←
	39	Changes to Pupil Admissions Numbers		●	←	←	←
	40	Approve admissions policy on an annual basis (autumn term assuming no changes)				●	←
Central Services	41	Determine the scope of central services delivered by the MAT and associated central charge		●	←	←	←
	42	To ensure centrally provided services provide value for money		●	←	←	←

			Approval Level				
Area		Task	M	BoT	CEO	LSC	HT
Curriculum & standards	43	Responsibility for standards in Teaching and Learning				→	●
	44	Trust curriculum principles		●	←		←
	45	School Curriculum Policy				●	←
	46	Collective worship arrangements for schools without religious character				●	←
	47	Provision of Relationships Education / RSE Policy				●	←
	48	Monitor individual pupils' progress				→	●
	49	Accountability and responsibility for individual pupil education and achievement				→	●
	50	Monitor progress of groups/cohorts of pupils			→	→	●
	51	Accountability for overall progress in the trust			●		
Pupil Discipline	52	Behaviour/Relationships policy			→	●	←
	53	Suspend a pupil for more than 15 days or exclude a pupil			→	●	←
	54	Trust exclusion and suspension Policy			●		←
	55	Review exclusion upon appeal			→	●	←
Finance	56	Agree Trust budget for the financial year		●	←		
	57	Agree School budgets for financial year		●	←		←
	58	Monitor Trust budget/management accounts monthly in line with KPIs		●	←		
	59	Set Trust central charge		●	←		←
	60	Establish all financial policies		●	←		
	61	To set the Financial Control limits for the Trust (see appendix 1 below)		●	←		←
	62	To approve the End of year accounts from the external auditor		●	←		
	63	To receive and sign off the end of year accounts from the external auditor	●	←	←		

			Approval Level				
Area		Task	M	BoT	CEO	LSC	HT
	64	Ensure related party transactions are communicated to the DfE and approval sought if over the DfE reporting threshold			•		
	65	Acquiring and disposing of Trust land (disposal must be approved by Secretary of State)		•	←		←
	66	To maintain a fixed asset register			•		←
	67	To ensure required information on employees paid over £100K is published on the Trust website			•		
	68	Opening and closing bank accounts		•	←		
	69	Maintain a register of interests for trust			•		
	70	Approval of deficit recovery plan for schools within (or joining) the trust.		•	←		←
	71	Committing to equipment leases, leasehold or tenancy agreements.			•		←
	72	Commit to conditions of funding for grants of more than £10,000			•		←
Compliance and policies	73	Approve and maintain Trust Health and Safety Policy (including Fire Evacuation Procedures)		→	•		←
	74	Implement Health and Safety Policy with local procedures and report risks and issues to the CEO			→		•
	75	Appoint Health and Safety link Trustee		•			
	76	Report data breaches to the ICO within 72 hours of an incident occurring		→	•	←	←
	77	Agree master policy schedule and decide approval levels for all policies and ensure they are in place		•	←		←
	78	Set the annual pay policy		•	←		←
	79	Set the staff appraisal policy		•	←		←

			Approval Level				
Area		Task	M	BoT	CEO	LSC	HT
	80	Provision of appropriate buildings and other insurance (including all liability cover)		●	←		
	81	Receive assurance of the above and review annually		●	←		
	82	Develop a Trust capital strategy			●		←
	83	Develop a Trust Maintenance Strategy			●		←
	84	Communication & implementation of core policies as part of induction, and annual updates as necessary			→		●
	85	Development of induction, and annual updates as necessary			●		←
	86	Communication & implementation of core policies for central team staff as part of induction, and annual updates as necessary			●		
	87	To complete School Resource Management Self-Assessment tool annually and submit to ESFA			●		
	88	Receive assurance of the above and review annually		●	←		
	89	To set, implement and monitor a Trust safeguarding policy		●	←		←

			Approval Level				
Area		Task	M	BoT	CEO	LSC	HT
Safeguarding	89	Appoint Safeguarding link Trustee		●			
	90	Appoint a nominated safeguarding LSC representative				●	
	91	To ensure implementation of local safeguarding procedures in line with Trust policy				●	←
	92	Complete and maintain a Trust Single Central Record			●		←
	93	Maintain the school staffing profile of the Trust Single Central Record					●
	94	To close a school to pupils in the event of unforeseen circumstances			→		●
School meals	95	Monitor and ensure food and drink nutritional standards are met		●	←		←
	96	Ensure provision of Free School Meals to those students meeting the criteria		●	←		←
School organisation	97	Set parameters for trust day, term dates and holidays		●	←		←
	98	Set School day, term dates and holidays			→	●	←
	99	Trust Media and PR – ensuring public relations activities to project the activities of the Trust			●		←
	100	Set trust brand guidelines inc Media and PR			●		←
	101	To ensure the Trust website is fully compliant			●		
	102	To ensure each school website is fully compliant			→		●
	103	Adoption and review of Home/School Agreement				→	●
HR	104	Approve changes to staffing structures beyond agreed budget levels		●	←		←
	105	Approve changes to staffing structures within agreed budget levels			●		←

			Approval Level				
Area		Task	M	BoT	CEO	LSC	HT
HR	106	Reorganisation of staff involving potential redundancies and staff consultation		→	●		←
	107	Approve any compensation related to dismissal/ severance/ redundancy (DfE approval may be needed)		●	←		←
	108	Appointment of Trust Central Team staff			●		
	109	Appraisal of the CEO		●			
	110	Appraisal of the CFO			●		
	111	Appraisal of Central Team			●		
	112	Appraisal of Headteacher			●	←	
	113	Appraisal of School Senior Leaders					●
	114	Appraisal of all School staff (excluding Headteachers & School Senior Leaders)					●
	115	Headteacher appointments		→	●	←	
	116	Schools Senior Leader appointments			→	→	●
	117	Schools Deputy Head / Head of School appointments			→	→	●
	118	Appointment of any other staff in schools					●
	119	Direct replacement of leavers/vacancies			●		←
	120	Any reorganisation of staff			●		←

Appendix 1 – authorisation limits			Approval Level				
Area		Task	M	BoT	CEO	LSC	HT
Finance authorisations		**Decision to purchase goods, services and works (within the approved budget)**					
		Expenditure over £50,000 (ex VAT)		●	←		←
		Expenditure over £25,000 and up to £50,000 (ex VAT)			●		←
		Expenditure over £10,000 and up to £25,000 (ex VAT) in schools with <800 on roll			●		←
		Expenditure up to £25,000 (ex VAT) in schools with >800 on roll					●
		Expenditure over £1,000 and up to £10,000 (ex VAT) in schools with <800 on roll					●
		Expenditure on goods, services and works in excess of approved budget					
		Effect over £25,000		●	←		
		Effect up to of £25,000			●		←
		Effect up to of £5,000 for schools above 800NOR, £2,000 for schools below £800NOR					●
		Disposals or write off of stock, fixed assets or debts over £5,000		●	←		←
		Disposals or write off of stock, fixed assets or debts up to £5,000 (all disposals or write offs are reported to RC)			●		←

Appendix 2 - Delegation of decisions relating to all generic HR Policies, including disciplinary, attendance, capability, etc is outlined in the table below

Staff group	Initial Hearing Up to & including final written warning	Appeal	Initial Hearing Up to & including dismissal	Appeal
Headteacher	CEO	Trust Board Panel	3 LSC members/trustees	Trust Board Panel
School Senior Leadership Team	Headteacher	CEO +2 LSC members	CEO +2 LSC members	Trust Board Panel
All other school staff, up to, but not including SLT	Headteacher	LSC panel	CEO +2 LSC members	Trust Board Panel
CEO	Chair of Trustees	Trust Board Panel	Trust Board Panel (Including one of Chair or Vice Chair)	Trust Board Appeal Panel (Including one of Chair or Vice Chair)
Senior Central staff	CEO	Trust Board Panel (may include a headteacher)	CEO +2 trustees	Trust Board Panel
Central staff	CEO	Trust Board Panel (may include a headteacher)	CEO +2 trustees	Trust Board Panel

Please note:

In the case of formal hearings and appeals HR staff must be in attendance. Panels should be untainted.

Decisions on who presents the cases will be made as appropriate to each case.

The above is subject to change depending on circumstances in relation to individual cases.