



Outwood Grange Academies Trust

Scheme of Delegation

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Version	Date	Author	Note of revisions
V2	23/5/22	KB	Settlement agreement delegation to CEO increased to £15,000 Control table added
V3	22/9/22	KB	Arrangements for an Academy Improvement Board added Pay progression approvals confirmed
V4	6/12/22	KB	Delegation of alternative provision review and monitoring added. Delegation of capital changed to be consistent with revenue spend. Head of Procurement authority added for procurement waivers.
V5	2/5/23 15/6/23	KB AL	Members and trustees updated Job titles updated
V6	30/6/23	KB	Accounting Officer contingency added

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 believes 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”

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 five members:

- Chair of the OGAT Board - David Earnshaw
- Roland Harden
- David Tibble
- Jamie Allison
- Jane O’Gara

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

David Earnshaw (Chair)	Chris Dalzell	David Harle
Sue Blayney (Vice Chair)	Sue Silk	Clare Barton
Ralph Pickles	Alistair Brownlee	Katy Bradford Company Secretary to OGAT
Roland Harden	Lord John Mann	

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.

Academy Improvement Board

Where an academy is underperforming and at risk of, or in, an Ofsted category of concern, it is the responsibility of the Trust to ensure appropriate actions are taken to improve performance, rapidly. In such cases this may mean that an Academy Improvement Board (AIB) is established to help accelerate improvement and strengthen the overall leadership and management of the academy. Academy Improvement Boards work with the academy's senior leadership team for a limited period of normally no more than 24 months. The AIB will focus on rapidly raising education standards, and taking necessary action to achieve this. They are also expected to develop the academy's staff and Governors' skill sets and expertise so that they can continue to support, challenge and monitor the implementation of the Post Ofsted Action Plan and/or Academy improvement plan going forward. The key driver is to support the academy to achieve its targets and is no longer at risk of, or in, an Ofsted category of concern. The Terms of Reference for an AIB are outlined in the OGAT Board's Terms of Reference. The AIB will have the same delegated powers as an Academy Council.

Communication between the Board and Academy Council

The Board meets 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 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.

Accounting Officer Meeting

The Accounting Officer 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 have the 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 academic 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 monitoring the day to day 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.

Composition of Single Academy Councils

Type of Member	Number	Term of Office	How they are elected
Chief Executive / Deputy CEO	1	Indefinite	N/A – by appointment as Chief Executive / Deputy CEO
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 / Deputy CEO	1	Indefinite	N/A – by appointment as Chief Executive / Deputy CEO
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 needs. Academy Principals should discuss their requirements with their Chief Executive Principal who will then broker that support on their behalf.

Budget Setting

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 Chief Executive Officer and Chief Financial Officer prior to being presented to the Board.

In secondary academies, Principals will work within specific parameters as follows:

- Contact Ratio at 0.79
- Curriculum Bonus <8%

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:

- Contact Ratio at 0.77
- Curriculum Bonus <10%

In primary academies this will be:

- Contact Ratio at 0.79

Delegated Duty	Delegated Authority	Comment
Admissions	Academy Council	All Academies will follow the Local Authorities admission policy for 5 – 16 and their own at nursery and post 16 taking into account Local Authority admission policies.
Alternative Provision	Principal	The length of time a pupil spends in another mainstream school or Alternative Provision and the reintegration plan must be kept under review by the governing body, who must hold review meetings at such intervals as they, having regard to the needs of the pupil, consider appropriate, for as long as the requirement remains in effect. The governing body must keep the placement under review for as long as the requirement remains in effect and must decide following each review meeting as to whether the requirement should continue to have effect and, if so, for what period of time.
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). In line with the Trust's Articles, it has been determined that this would usually be a panel of three governors, however, this may be reduced

		to two governors if three are not available within the timescales.
Capital Programme	OGAT Board for projects over £50,000 Chief Executive for projects between £25,000 and £50,000 within CEO emergency capital Chief Operating Officer for projects under £25,000 within CEO emergency capital	Proposed capital programmes need to be submitted by June each year with the approval of the Chief Financial Officer, Chief Executive Principal, Deputy Chief Executive Officer, Academy Council and Chief Executive.
Capital Programme Contract Variations	COO – if within agreed programme budget/contingency CEO – 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, Deputy Chief Executive 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).
School Closure	Principal/Headteacher	Delegated to the Principal/Headteacher who will consult with their executive leader and inform the Academy Council.
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
All procurement must be carried out in compliance with the principles of the retained EU law, under section 4 of the European Union (Withdrawal) Act 2018, 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 Find a Tender Service (FTS) threshold, a strict procedure must be followed in compliance with the Public Contracts Regulations 2015 and related regulations.			
Approving adverse variances compared to the most recent budget or forecast	Unlimited	Chief Financial Officer, Chief Executive, Deputy Chief Executive Officer, Chief Operating Officer, Trust Board or Finance Committee.	Chief Financial Officer authority may be formally delegated to the Assistant Chief Financial Officer for specified periods.
Ordering good and services (including advertising of tenders and award of contracts)	Up to £39,999	Budget Holder	If within approved budget level <ul style="list-style-type: none"> • Orders up to £5,000 at least a single written quotation is required • Orders over £5,001 and up to £39,999 require 3 written quotations
	£40,000 - £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"> • Orders over £40,000 to be put out to tender via the Procurement Team
	£100,000- £299,999	Chief Financial Officer, Deputy Chief Executive Officer, Chief Executive & Budget Holder	If within approved budget level <ul style="list-style-type: none"> • Contracts over the Find a Tender Service (FTS) thresholds to follow a compliant process under the Public

			Contracts Regulations 2015 and subsequent legislation
	£300,000 and above	OGAT Board or 2 Trustees in lieu of Board, Chief Executive & Chief Financial Officer.	If within approved budget level <ul style="list-style-type: none"> • Contracts over the Find a Tender Service (FTS) thresholds to follow a compliant process under the Public Contracts Regulations 2015 and subsequent legislation
	Authority to accept other than lowest quotation or tender	Approval required in accordance with the delegated authority set out above	Procurement Waiver authorisation required where 3 quotes cannot be obtained e.g. where there are not 3 viable alternative suppliers Final authorisation by <ul style="list-style-type: none"> • Head of Procurement £0 - £39,999 • CFO £39,999+
Capital Projects	Up to £39,999	Chief Operating Officer <ul style="list-style-type: none"> - if a scheme agreed by Board - if within the emergency capital budget allocations or revenue spend 	If within approved budget level <ul style="list-style-type: none"> • Orders up to £5,000 at least a single written quotation is required • Orders over £5,001 and up to £39,999 require 3 written quotations
	£100,000- £299,999	Chief Executive Officer	If within approved budget level

		<ul style="list-style-type: none"> - if a scheme agreed by Board - if within the emergency capital budget allocation and revenue spend 	<ul style="list-style-type: none"> • Orders over £40,000 to be tendered • Contracts over the Find a Tender Service (FTS) thresholds to follow a compliant process under the Public Contracts Regulations 2015 and subsequent legislation
	£300,000 and above	Board or 2 Trustees in lieu of Board <ul style="list-style-type: none"> - or if outside the Board approved schemes or emergency budget allocation 	<ul style="list-style-type: none"> • Orders over £40,000 to be tendered • Contracts over the Find a Tender Service (FTS) thresholds to follow a compliant process under the Public Contracts Regulations 2015 and subsequent legislation
Delegated Duty	Value	Delegated Authority	Comment
Authorising monthly salary payments	Unlimited	Chief Financial Officer (or designated academy finance representative), Chief Operating Officer, Deputy Chief Operating Officer or Director of HR (or designated academy HR representative)	
Delegated Duty	Value	Delegated Authority	Comment
Signatures for Cheques, BACS payment authorisations and other bank transfers	Unlimited	Any two signatures in line with the Bank Mandate (A or B)	

Delegated Duty	Value	Delegated Authority	Comment
Signatories for grant claims and DfE Returns	Unlimited	One or two signatories from the following (as required): <ul style="list-style-type: none"> • Trust Board Chair • Chief Executive • Deputy Chief Executive Officer • Chief Executive Principal • Executive/Associate Executive Principal • Principal • Chief Operating Officer • Assistant Chief Financial Officer • Chief Financial Officer 	Two signatories, or as required by DfE / EFA
Delegated Duty	Value	Delegated Authority	Comment
Disposal of assets	Up to £20,000	Principal & Assistant Chief Financial Officer	Chief Financial Officer 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
Delegated Duty	Value	Delegated Authority	Comment
Write-off bad debts	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 £45k (whichever is smaller), per single transaction, cumulatively 5% of total annual income as long as have 2 years of timely unqualified submitted accounts).	Report to OGAT Board
Delegated Duty	Value	Delegated Authority	Comment
Write-off overpayments to staff	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	
Delegated Duty	Value	Delegated Authority	Comment
Purchase or sale of freehold property	Any	OGAT Board, Chief Executive & Chief Financial Officer plus DfE approval required	Secretary of State approval required
Granting or taking up of any leasehold or tenancy agreement exceeding 3 years	Any	OGAT Board, Chief Executive & Chief Financial Officer plus DfE approval required	Secretary of State approval required
Any guarantees, indemnities and letters of comfort entered into	Any	OGAT Board, Chief Executive & Chief Financial Officer plus DfE approval required	

Ex-gratia payments	Any	Chief Executive & Chief Financial Officer plus DfE approval required	
Delegated Duty	Value	Delegated Authority	Comment
Nomination of Accounting Officer in the absence of the CEO	N/A	Nominated by the Board of Trustees	Deputy CEO nominated in writing by Board of Trustees

HR Levels of Authority

APPOINTMENTS	
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	
Chief Executive / Deputy Chief Executive Officer / 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/Deputy Chief Executive Officer, Chief Executive Principal and 1 other as determined by the Chief Executive
Principal	Board Member/Chief Executive/Deputy Chief Executive Officer/Chief Executive Principal and 1 other as determined by the Chief Executive

Directors of Curriculum Subjects	2 members of the Executive Team and 1 one 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:

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

- o Some other substantial situation

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

Posts	Delegated Authority	Appeal
Chief Executive	Board member	3 Board members
Deputy Chief Executive Officer	Board member or Chief Executive	3 Board members
Chief Executive Principal	Board member or Chief Executive	3 Board members
Executive Principal/Associate Executive Principal	Board member or Chief Executive or Deputy Chief Executive Officer	3 Board members
Chief Operating Officer, Director of Executive Services & Chief Financial Officer	Board member or Chief Executive or Deputy Chief Executive Officer	3 Board members
Principal	Board Member or Chief Executive or Deputy Chief Executive Officer	Board Member
Group and Curriculum Directors	Chief Executive or Deputy Chief Executive Officer or Chief Executive Principal or Chief Operating Officer	Board Member, Chief Executive, Deputy Chief Executive Officer or Chief Executive Principal
Vice Principal and SLT Members	Deputy Chief Executive Officer or Chief Executive Principal or Executive Principal or Associate Executive Principal	Chief Executive or Deputy Chief Executive Officer or Chief Executive Principal Officer

All other Academy posts	Principal	Chief Executive or Deputy Chief Executive Officer or Chief Executive Principal or Executive Principal or Associate Executive Principal
All other Group posts	Chief Operating Officer or Deputy Chief Operating Officer	Chief Executive or Deputy Chief Executive or Chief Executive Principal
All Finance posts	Chief Financial Officer	Deputy Chief Executive Officer, Chief Operating Officer, Chief Executive Principal or Chief Executive
GRIEVANCE		
Posts	Delegated Authority	Appeal
Chief Executive	Board Member	Chair of Board
Deputy Chief Executive Officer	Board Member or Chief Executive	Board Member
Chief Executive Principal	Chief Executive	Board Member
Chief Operating Officer, Director of Executive Services & Chief Financial Officer	Chief Executive or Deputy Chief Executive Officer	Board Member or Chief Executive
Executive Principal/Associate Executive Principal	Chief Executive or Deputy Chief Executive Officer	Board Member or Chief Executive

Principal	Deputy Chief Executive Officer or Chief Executive Principal or Associate Executive Principal	Chief Executive or Deputy Chief Executive Officer or Chief Executive Principal
Group and Curriculum Directors	Chief Executive or Deputy Chief Executive Officer or Chief Executive Principal or Chief Operating Officer	Board Member or Chief Executive or Deputy Chief Executive Officer or Chief Executive Principal
Vice Principal/SLT Member	Principal or Chief Executive Principal or Executive Principal/Associate Executive Principal	Deputy Chief Executive Officer or Chief Executive Principal or Executive Principal
All other Academy posts	Principal	Deputy Chief Executive Officer or Chief Executive Principal or Executive Principal or Associate Executive Principal
All Finance posts	Chief Financial Officer	Deputy Chief Executive Officer or Chief Executive Principal or Chief Operating Office.
All other Group posts	Chief Operating Officer or Deputy Chief Operating Officer	Deputy Chief Executive Officer or Chief Executive Principal or Chief Operating Officer
OTHER HR FUNCTIONS		
Function	Delegated Authority	
Settlement agreements up to and including £15,000	Chief Executive Principal and Deputy Chief Operating Officer to agree terms	

	Chief Executive to sign
Settlement agreements in excess of £15,000	Chief Executive and Deputy Chief Operating Officer to agree terms Chair of Board to sign
Settlement agreements in excess of £50,000	Approval to be sought from the ESFA/HM Treasury
Signature of Letter of Appointments	Delegated Authority
Chief Executive	Chair of Board
Deputy Chief Executive Officer	Chief Executive
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 BS/HR if unavailable
All other posts	Principal or Chief Executive Principal or Director of BS/HR if unavailable
Collective Agreements	OGAT Board (Chair of Board to sign)
Teachers Pay – Threshold/UPS	Principal

Function	Delegated Authority (within latest approved budget/forecast)
<p>Acting up Payments/Additional Payments</p> <ul style="list-style-type: none"> ● Chief Executive/Deputy Chief Executive Officer, Chief Executive Principal ● Executive Principal/Associate Executive Principal ● Principal ● Vice Principal ● All other Academy staff ● All Curriculum ‘Group’ posts ● All Business ‘Group’ posts ● Any additional payment for external work, e.g. through Teaching School 	<ul style="list-style-type: none"> ● OGAT Board on recommendation of Finance Committee ● OGAT Board on recommendation of Finance Committee ● Chief Executive or Deputy Chief Executive Officer ● Chief Executive or Deputy Chief Executive Officer ● Executive Principal/Associate Executive Principal on the advice of the Deputy Chief Operating Officer ● Chief Executive ● Chief Operating Officer ● Chief Executive
Function	Delegated Authority (within latest approved budget/forecast)
<p>Performance Management</p> <ul style="list-style-type: none"> ● Chief Executive ● Deputy Chief Executive Officer ● Chief Executive Principal ● Executive Principal, Associate Executive Principal ● Chief Financial Officer, Chief Operating Officer, Director of Executive Services ● Principal 	<ul style="list-style-type: none"> ● Chair of Board plus 1 other Board member ● Chief Executive ● Chief Executive or Deputy Chief Executive Officer or Chief Executive Principal (if relevant) ● Chief Executive ● Chief Executive Principal

<ul style="list-style-type: none"> ● Senior Curriculum Directors ● Curriculum Directors ● Business Group Directors ● Vice Principal ● All other Group posts ● All other Academy posts 	<ul style="list-style-type: none"> ● Chief Executive or Deputy Chief Executive Officer ● Senior Curriculum Director ● Chief Operating Officer ● Principal ● Director of Service/line manager as agreed ● In accordance with the list of agreed Reviewers approved by the Academy Principal
Staffing restructures	Chief Executive, Chief Executive Principal and Chief Operating Officer (working within parameters set by the Director of Curriculum)
Re-grading/Re-designation/increase/decrease in hours <ul style="list-style-type: none"> ● Salaries in excess of £60,000 ● Support staff posts below £60,000 ● Teaching posts below £60,000 	<ul style="list-style-type: none"> ● Board on the recommendation of the Finance Committee ● Chief Operating Officer ● Chief Executive
Creation of permanent new posts with salary above £60,000	OGAT Board with salary recommendation from Finance Committee
Creation of permanent or temporary new support staff posts with salary below £60,000	Chief Operating Officer
Replacement of permanent or temporary support staff posts	Chief Operating Officer

Creation of permanent or temporary new teaching posts with salary below £60,000	Secondary Teaching - Executive Director of Curriculum Secondary SLT - Chief Executive Principal Primary - Chief Executive Principal
Replacement of permanent or temporary teaching staff posts	Secondary Teaching - Executive Director of Curriculum Secondary SLT - Chief Executive Principal Primary - Chief Executive Principal
Revisions to Pay and Conditions	OGAT Board
Decision to make Redundancies	OGAT Board on recommendation from Chief Executive and Chief Operating Officer
Authorisation of redundancy/early retirement payments	Chief Operating Officer or Deputy Chief Operating Officer so long as redundancies were approved by Board
Determination of Chief Executive's, Deputy Chief Executive Officer 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 staff within their existing pay grade	Progression is automatic unless concerns are identified in line with the Pay Policy
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

Curriculum, Systems and Policies

System/Policy	Changes	Delegated Authority
Curriculum - to ensure that statutory obligations regarding the clarity of ambition, aims and expectations for the curriculum are met and monitored	Changes to the curriculum model	<p>Board - To undertake its statutory obligations regarding the clarity of ambition, aims and expectations for the curriculum and the high quality of education it provides.</p> <p>Exec - To assure the Board the statutory obligations, ambition and aims are being met through well designed curriculum rationales that facilitate a broad and balanced curriculum experience for all students at each key stage ensuring they learn well as a result of this high</p>

		quality provision. Principal - To meet the statutory obligations, ambition and aims of the curriculum by monitoring and evaluating the quality of education provided by all leaders and teachers through their effective implementation of well considered subject and wider curriculum planning and delivery.
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

Other

Area of Delegation	Details	Delegated Authority
School-Led Development Trust	Delegation for the Chair to act as authorised representative of the Academy Trust in respect of its rights as Member of SLDT under the Articles of Association and Members Agreement.	Chair of Trustees
School-Led Development Trust	Significant matters committing OGAT beyond or above the proposed contract term or having a financial liability in excess of £25,000 and/or that	Finance and Resources Committee

	are not contemplated/set out in the members agreement and/or services agreement relating to SLDT must be referred to the relevant committee.	
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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.