Scheme of Delegation Non-Financial

Last reviewed:	October 2026
Ratified by:	Full Governing Board – October 2026
Next review date:	September 2027

DELEGATION OF DECISIONS AND PROCESSES BY THE SEVAK EDUCATION TRUST BOARD

A CHECK SHEET showing the level at which decisions should be taken as agreed by the Sevak Education Trust Board

KEY:

Decision Level		
1.	Decisions made by the Full Board of Trustees (otherwise known as the Governing Board) - Level 1[1]	**1**
2.	Decisions that can be delegated to a Trust committee or an individual - Level 2	**2**
3.	Decisions delegated to the Principal - Often within a framework set by the Trust Board - Level 3	**3**

There are 2 committees:

FARB Committee: Finance Audit Risk and Buildings Committee
S&W Committee: Standards & Welfare Committee

[1] The greyed area means it cannot be delegated to a committee and must be agreed by the Full Board.

MAIN DECISIONS AND PROCESSES

Area		*Where the Principal is the subject of an item marked he/she should not be involved in the decision.	Decision Level	Trust Committee	Principal	Vice Principal's
School Budgets	1.	To approve the first formal budget each financial year	**1**	**Full Board**		
	2.	To prepare and seek approval of the first formal budget plan each financial year	**2**	**FARB**		
	3.	To review monthly budget monitoring reports	**2**		✓	
	4.	To determine financial reporting arrangements	**2**	**FARB**		
	5.	To prepare budget monitoring reports and to ensure that financial information is circulated in advance of the termly Trustees meeting	**3**		✓	
	6.	To review a termly budget position statement - including a statement of any budget virement decisions made by the Principal or others under delegated powers	**1**	**FARB**		
	7.	To report to Audit Committee on actions taken in response to any audits undertaken	**2**	**FARB**		
	8.	To report to ESFA on the intended use of surplus balances	**2**	**FARB**		
	9.	To agree the appointment of a school/private fund auditor and to receive annually the audited accounts of the fund within 4 months of the financial year end. After 5 years must retender	**1**			
	10.	To investigate financial irregularities *N.B. The Trust strongly recommends that where schools have any suspicion of financial irregularities, Internal Audit are informed and asked to carry out an investigation on behalf of the school. The ESFA must also be notified.*	**2**	**FARB**		
	11.	To authorise opening of any bank account	**2**	**FARB**		
	12.	To incur financial commitments and spend in accordance with the budget plan and school's FSDs - please refer to the school's FSD document.	**3**		✓	✓
	13.	To set budget virement limits above which governing board approval is required. Normally, this will take the form of a percentage (say 5%) or a cash figure (say £1,000) whichever is the higher/lower applied to each budget heading as approved by the Trustees at the start of the financial year	**2**	**FARB**		
School Budgets	14.	To exercise budget virement decisions, these must be reported to FARB	**2**	**FARB**		
	15.	To receive, open and accept tenders for contracts above a value set by the Trust as per the ESFA financial regulations and procurement standards.	**2/3**	**FARB**		

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School Budgets	16.	To write off debts above £100. Specific write-offs should also be reported to ESFA as per Academies Financial Handbook.	2	FARB		
	17.	To ensure conformity with The Finance Scheme and to finance regulations	2		✓	✓
	18.	To comply with the requirements of the Data Protection Act	3		✓	✓
	19.	Decide whether or not to request any optional delegations, if not already delegated	2	FARB		
	20.	Insurance, if delegated - approve any insurance arrangements	2	FARB		
	21.	To ensure compliance with ESFA financial regulations on seeking competitive quotations and tenders and that adequate and appropriate insurance cover is provided.	2	FARB		
	22.	Enter into contract (between £10.00 and OJEU threshold)	2	FARB		
	23.	To set a charging and remissions policy	2	FARB		
	24.	Enter into contracts above OJEU threshold	1			
	25.	To agree a policy for exercising the discretions available within the teachers' pay and conditions document and within the conditions of service of other staff and to ensure such action does not breach budget limits and as per school's equal opps. policy	2	S&W	✓	
	26.	To determine the salaries and benefits of the Principal, Head of Primary, Head of Secondary and other staff on the leadership spine	1			
	27.	To ratify or not the pay progression recommendations of all teachers under new pay policy	2	S&W		
	28.	To grant an extension of sick pay for up to three months	3		✓	
	29.	To authorise additional hours or overtime for non-teaching staff	3		✓	✓
	30.	To agree a procedure for: authorising in advance out of County journeys by the Headteacher/Deputy Head of Primary or Deputy Head of Secondary; and for certifying all expenses claims above the authorised level in the scheme of delegation made by the Headteacher/Deputy Head of Primary or Deputy Head of Secondary	2	S&W		
	31.	To establish appointments panel including a panel for the selection of Headteacher/Deputy Head of Primary or Deputy Head of Secondary when a vacancy arises.	1			
	32.	To determine the staff complement for the school	2	S&W		
	33.	To agree a policy for appointments panels in exercising the discretions contained in the teachers' pay and conditions document	2	S&W		

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School Budgets	34.	To recommend to the governing board, for appointment as Headteacher/Deputy Head of Primary or Deputy Head of Secondary, a candidate selected after interview.	2	Recruitment Panel		
	35.	To approve, for appointment as Headteacher/Deputy Head of Primary or Deputy Head of Secondary, the person recommended by the selection panel	1			
	36.	To engage temporary and/or supply staff to cover vacancies, and absences within the available budget	3		✓	✓
	37.	To select teachers for appointment	3		✓	✓
	38.	To agree a policy for appointments / recruitment	2	S&W		
	39.	To select senior non-teaching staff for appointment (Board of Trustees to identify senior posts)	2	S&W	✓	
	40.	To select other non-teaching staff for appointment	3		✓	✓
	41.	To establish a policy for special leave of absence	2		✓	
	42.	To approve requests for special leave of absence with or without pay within the governing board's policy	3		✓	
	43.	To authorise release for training, conferences or other school business - including the Deputy Head of Primary	3		✓	✓
	44.	To approve timing of annual leave for certain non-teaching staff	3		✓	✓
	45.	To authorise time off for public duties	3		✓	✓
	46.	To establish and adopt discipline, capability and grievance procedures	2		✓	
	47.	To initiate formal disciplinary proceedings against an employee	3*		✓	✓
	48.	To conduct a first or second stage disciplinary hearing	2	Hearings Committee		
	49.	To hear any grievances brought by an employee at the first stage	3*		✓	✓
	50.	To suspend an employee from work subject to informing the chair of Trustees	3*		✓	✓
	51.	To lift a disciplinary suspension imposed on an employee	2*	Hearings/ Appeals Committee		
	52.	To determine that an employee shall cease to work at the school *(Must act through Staff Dismissal Committee)*	2	Hearings Committee		
	53.	To hear an appeal against dismissal *(Must act through dismissal appeal committee)*	2	Appeals Committee		

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	54.	To grant early retirement within the scope of regulations	2	S&W	✓	
	55.	To agree the level of premature retirement and/or redundancy compensation **over and above** that set out in the LA's guidance	2	S&W	✓	
	56.	To determine the existence of a redundancy situation	1			
Curriculum	57.	To extend service beyond normal retirement age.	3*		✓	
	58.	Ensure broad, balanced, inclusive and robust Curriculum taught to all pupils and to consider any disapplication for pupil(s)	2	Full Board	✓	
	59.	To draft curriculum policy	3			✓
	60.	To implement curriculum policy	3		✓	✓
	61.	To agree or reject and review curriculum policy	2	Full Board		
	62.	To be responsible for standards of teaching	3		✓	✓
	63.	To decide which subject options should be taught having regard to resources, and implement provision for flexibility in the curriculum (including activities outside the school day)	3		✓	
	64.	Responsibility for individual child's education	2	Full Board		
	65.	Provision of sex education - make and keep up to date a written policy	2	Full Board	✓	
	66.	To prohibit political or religious indoctrination and ensuring the balanced treatment of political and religious issues	2	Full Board	✓	✓
	67.	To draw up a charging and remissions policy for activities (non-National Curriculum based) in consultation with the Trust	2	FARB	✓	
	68.	To establish a performance management policy	2	S&W		
	69.	To implement the performance management policy	2	S&W	✓	✓
	70.	To review annually the performance management policy	2	S&W	✓	✓
Target Setting	71.	To set and publish targets for pupils' achievement	2	Full Board		✓
	72.	To provide Trustees with in-year progress data	2	Full Board		✓
	73.	To provide Trustees with reports on quality of teaching and learning	2	Full Board	✓	✓
	74.	To provide stakeholders with reports on pupil premium spend and progress towards closing the gap.	2	Full Board		✓
Exclusions	75.	To decide on a discipline policy	2	S&W		✓
	76.	To exclude a pupil for one or more fixed terms (not exceeding 45 days in total in a year) or permanently	3		✓	✓

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	77.	To review the use of exclusion and to decide whether or not to confirm all permanent exclusions and fixed term exclusions where the pupil is either excluded for more than 15 days in total in a term or would lose the opportunity to sit a public examination (Can be delegated to chair/vice-chair in cases of urgency) *(Must act through Pupil Discipline Committee)*	2	Pupil Discipline	✓	
	78.	To direct reinstatement of excluded pupil	1			
Admissions	79.	To set an admissions policy in accordance with statutory regulations and ESFA criteria	2	**Full Board**		
	80.	To appeal against directions to admit pupil(s)	2		✓	
Religious Education	81.	Responsibility for ensuring provision of RE in line with school's basic curriculum *(all schools)*	2	**Full Board**		✓
	82.	Decision to provide RE in line with locally agreed syllabus *(all other schools)*	2	**Full Board**	✓	✓
Collective Worship	83.	Headteacher shall ensure that all pupils take part in a daily act of collective worship. The governing board also has similar duties	2	**Full Board**		✓
	84.	To make application to the advisory councils, SACRE, concerning the requirements for collective worship *(schools without a religious character)* Headteacher must consult governing board	3		✓	
	85.	Arrangements for collective worship *(schools without religious character)* Headteacher must consult governing board	3			✓
Premises	86.	Buildings insurance and personal liability	2	**FARB**	✓	
	87.	Develop Academy Buildings Strategy - *(including budgeting for repairs etc.)* and Asset Management Plans	2	**FARB**	✓	
	88.	To approve procurement, adaptions and additions to school premises	2	**FARB**	✓	
Health and Safety	89.	To institute health and safety policy	2	**FARB**		
	90.	To ensure health and safety issues are met	2	**FARB**		
	91.	To consider health and safety and environmental health matters - including those relating to school meals (if delegated)	3		✓	✓
School Organisation	92.	To draw up the school's Articles of Association and any amendments thereafter	1			
	93.	To publish proposals to change category of school	2	**Full Board**	✓	
	94.	To take decisions within their remit affecting the future status of the school	1			
	95.	To draft School (post-Ofsted) Action Plan and distribute to parents	2	**Full Board**	✓	✓

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	96.	To decide any changes in school session times	2	Full Board	✓	
	97.	To review and monitor all statutory school policies	2	Full Board	✓	✓
	98.	To write statutory policies to present to governing board	3		✓	✓
	99.	To ensure provision of free school meals to those pupils meeting criteria	3		✓	✓
	100.	To ensure pupil premium grant spent appropriately	3		✓	✓
	101.	To monitor use and impact of PP grant	2	S&W		
Information for parents	102.	To prepare and publish school prospectus	2	Full Board	✓	✓
	103.	To prepare and publish school website in accordance to Ofsted criteria	2	Full Board	✓	✓
	104.	To provide information to be published by governing bodies *(It would be appropriate when considering this information on an annual basis for governing bodies to: monitor and review the aims and objectives of the school; to agree suitable policies, targets and priorities; and to evaluate whether the policies, targets and priorities are being achieved.)*	2	Full Board	✓	✓
Governing Board Procedures	105.	To adopt and review home-school agreements	2	Full Board		✓
	106.	To publicise school's complaints procedure	2	Full Board		✓
	107.	To appoint and remove the chair and vice-chair of Trustees	1			
	108.	To appoint and dismiss the clerk to the Trustees	1			
	109.	To hold a governing board meeting termly	1			
	110.	To appoint and remove community Trustees	1			
	111.	To establish and maintain a register of Trustee's Business interests	2	Governance Professional		
	112.	To discharge duties in respect of pupils with special needs by appointing a "responsible person"	2	Link Governor		
	113.	To establish committees, working groups and delegation to individuals	1			
	114.	To regulate the governing board's procedures (where not set out in law)	1			
	115.	To review at least once a year the establishment, terms of reference and membership of committees, including selection panels	1			
Planning	116.	To prepare the school development plan including the school aims, budget forecasts, and medium-term financial plan	2	Full Board	✓	✓

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	117.	To approve the school development plan including the school aims, budget forecasts, and medium-term financial plan	1			
	118.	To plan the school's staffing establishment, structure and salary policy	2	S&W	✓	✓
	119.	To approve the school's staffing establishment, structure and salary policy	1			
Extended Schools	120.	To decide to offer additional activities and to what form these should take	2	**Full Board**	✓	✓
	121.	To put in place additional services provided	2	**Full Board**	✓	✓
	122.	To cease providing extended school provision	2	**Full Board**	✓	✓