

Rivers CofE Academy Trust - Scheme of Delegation (updated October 2023)

RASCI Key: Responsible - Those responsible for the task, who ensures that it is done Accountable - Those ultimately answerable for the correct and thorough completion of the deliverable or task, and the one who delegates the work to those responsible Support - Resources allocated to responsible individuals. Unlike consulted, who may provide input to the task, support help complete the task Consulted - Those whose opinions are sought, and with whom there is two-way communication Informed - Those who are kept up-to-date on progress		Delegation																	
		Board and Committees						Executive Officers						Local Voice					
		Members	Trustees	Audit, Risk & Compliance	Finance & Operations	People, Pay & Performance	Quality of Education	CEO	CFO/ Company Secretary / Director of Finance	Director of Learning Development & Inclusion	Director of Operations	Director of People & Communication	Lead Head-teachers	Heads/ Team leader	Headteacher Advocate	Christian Distinctive-ness Advocate	Community Advocate	Pupil Experience Advocate	
1	Members appointment and removal	AR	S				S	S											
2	Trustees appointment and removal - Article 50 (7 trustees)	AR	C				C	S											
3	Trustees appointment and removal - Article 51 (up to 5 additional trustees)	A	R				C	S											
4	Board of Trustees - appointment and removal of chair	I	AR				C	S											
5	Approval of terms of reference for trustees' committees and for advocacy groups		AR	C	C	C	C	S	S	S	S								
6	Appointment and removal of committee chairs		AR	C	C	C	C	I	I	I	I		I						
7	Appointment and removal of Headteacher Advocate		A			I	I	C						R					
8	Appointment and removal of CD/C/PE advocates		A			I		C						R					
9	Revision and agreement of Articles of Association	A	R	C			C	C											
10	Clerk to Trust Board: appoint and removal		A				R	S											
11	Governance skills audit, succession and training		AR				S	S	S	S	S								
12	Register of interests		A	I			S	R											
Strategic																			
13	Trust Vision and core values	S	A	S	S	S	S	R	S	S	S	S	S	S	S	S	S	S	
14	School ethos (including Christian Distinctiveness in our church schools)		A			S	S	C	S	S	S	S		R	S	S	S	S	
15	Overall strategy of the trust including approval of development plan		A	S	S	S	S	R	S	S	S	S		I					
16	Admission of new academies/sponsored schools to the trust		A	C	C	C	C	R	S	S	S	S		S					
17	Entering into Funding Agreements, property leases or other legal arrangements for admission of academies		A	C	C			R	R	S	S	S							
18	Determine the level of delegation (authorised to approve/amend organisational scheme of delegation)		A	C				R	R	S	S	S							
19	Determine delegation of policies (see policy delegation)		A	R	R	R	R	C	C	C	C	C		C					
20	Determine risk management processes		A	C	C	C	C	C	R	S	R	S		R					
21	Approval of school development and improvement plans		I	I	I	I	I	S	C	C	C	C		AR					
22	Determine strategic vision for investment priorities		A	C	C	C	C	R	R	R	R	R		R					
Education / Curriculum																			
23	Approval and oversight of whole trust targets for pupil attainment, progress, attendance and punctuality		A				R	C											
24	Approval and monitoring of school targets for pupil attainment, progress, attendance and punctuality						I	AR				S	R						
25	Approval and monitoring of school targets for teaching and learning						I	A		R		S	R						
26	Approval and monitoring of school targets around pupil wellbeing (behaviour and safety including safeguarding)						I	C		AR		S	R						
27	Curriculum provision: planning, implementation and review						I	AR		S		S	R						
28	SEND provision						I	C		AR		S	R						
29	Stakeholder engagement and assurance that needs are being met		A			R	R						R	S	S	S	S	S	
30	Provision of enrichment activities (clubs, visits, extra-curricular activities)							C		C				AR					
31	Term dates							AR						R					
32	Length/organisation of the school day and wrap around care							A						R					
33	Complaints (subject to type of complaint as set out in complaints policy)		A				I	R		S		S	R	S					
34	Fixed-term exclusions		A				I	R		S		S	R						
35	Permanent Exclusions		A				C	R		S		S	R	S	S	S	S	S	
36	Exclusion appeals		A				R	S		S		S	S						
37	School admission policies and criteria		A				R							R					
38	School admission (significant change including PAN)		A				C	R				C	C						
39	School admission appeals		A				R	C					R						
Finance																			
40	Statutory reporting		A	C	I			R	R										
41	Completion and approval of annual accounts							AR	R	S	S	S		S					
42	Completion and submission of other accounting returns including PAYE, VAT, grant and project returns			I															
43	Internal control		A	C				I	R										
44	Assurance over adequacy of systems of internal financial control		A	R				S	R		S	S		S					
45	Approval of trust annual budget, academy allocations and contributions		AR		C			C	R	S	S	S							
46	Budget & Management reporting		A		C			C	R	S	S	S		R					
47	Authority to make budget virements (subject to limits set out in financial regulations)		A		C			C	R	S	S	S		S					
48	Receipt and review of management accounts		A		R			R	R					R					
49	Review of financial key performance indicators		A		R			R	R					R					
49	Placing orders for goods and services, entering into contracts within delegated budget (subject to limits set out in financial regulations)				C			C	AR		R			R					

50	Purchasing & Procurement	Creating vendors on finance system							AR											
51		Entering into new operating lease agreements							AR		S				S					
52		Renewal of annual service level agreements (central procurement however may be delegated to schools)							AR	S	S	S			S					
53	Banking authority & cash management	Approval to borrow money (subject to limits set out in financial regulations)	A	C	R				C	C		S								
54		Cash flow management, treasury and investment	A		C				C	R										
55		Open a bank account	A		C				C	R										
56		Issue and withdraw credit cards including variation to credit limits (subject to limits set out in financial regulations)								AR										
57		Payroll administration - bureau (in-house or external)				C				AR			S							
58		Payroll - notification of starters, leavers and amendments								A			S						R	
59	Payroll - monthly approval								AR										R	
60	Authorisation of expense claims								AR										R	
61	Income	Raising sales invoices and debt collection (Bad debt write off subject to limits set out in financial regulations)							AR										R	
62	Fixed assets	Management of capital projects				C			C			AR							R	
63		Asset register				I			AR			S							S	
64		Security of assets including loan of assets				I				I			AR							R
65		Disposal of assets (subject to limits set out in financial regulations)				I				S			AR							S
66		Insurances	Annual Risk Review & Premium Renewal				I			AR			S							S

Human Resource

67	Staff structure	Approval of annual staffing budgets	A	C	S			R	R	S	S	S							R				
68		Authorised to increase school/central services headcount within existing staffing budget				I			I	C	S	S	S							AR			
69		Authorised to increase school/central services staffing spend outside of existing staffing budget	A	C					C	C	S	S	C							R			
70		Approval of formal restructure plans and changes to staff structure	A	C		I			C	C	S	S	C							R			
71	Succession planning	Grading of new posts and appointments outside of the range						C	C	S	S	AR							S				
72		CEO				C		C	S	S	S	C											
73		Executive Team members and Heads	A			C			R	S	S	S	C										
74		Other senior leaders and other staff (own team)	A	C					C	C	C	C	R							R			
75	Recruitment and onboarding	Recruitment and appointment of CEO	AR	C	C			S	S	S	S	C							S	I	I	I	I
76		Recruitment and appointment of Central Executive Officers	A	C	C				R	S	S	S	S							I			
77		Recruitment and appointment of Headteachers	A	C	C				R	C	S	S	C							I	I		
78		Recruitment and appointment of other staff (except settlement/redundancy)							I	S	S	S	A							R			
79	Pay	Trust pay policy and structure	A	C	C			C	R	S	S	R								S			
80		Pay awards	A	C	C			C	R	I	I	S								I			
81		Annual pay progression for CEO	A	C					R	C			I							S			
82		Annual pay progression for Executive Officers except CEO		C	C				A	C	S	S	S										
83		Annual pay progression for other staff within salary structure and staff budget		I	C				A	C			I							R			
84	Performance management	Severance payments including redundancy				A		R	C			C											
85		Objective setting and performance appraisal for CEO	A		C																		
86		Objective setting and performance appraisal for Executive Officers	A			I			A				S							R			
87	Objective setting and performance appraisal for other staff	A						I				S							AR				
88	Action short of dismissal	Action short of dismissal of the CEO	AR																				
89		Action short of dismissal of Executive Officers	I			C			AR				S										
90		Action short of dismissal of other staff (except settlement/redundancy)							I				C							AR			
91	Disciplinary and/or termination	Suspension or dismissal of CEO	AR	C	C																		
92		Suspension or dismissal of Central Executive Officers	AR	C	C				R	S			S										
93		Suspension or dismissal of Headteachers	AR	C	C				R	C	S	S	C							I			
94		Suspension or dismissal - settlement/redundancy					A		R	R	C	C	R							C			
95		Suspension or dismissal of other staff (except settlement/redundancy)							AR	AR	S	S	AR							R			

Health & Safety

96	Safeguarding	Ensuring the adequacy of health and safety practice throughout the trust	A	S				R				R							R	
97		School and places of work health and safety arrangements	A	S				I				R								R
98		Critical incident planning	A	S					I			R								R
99		RIDDOR and accident planning				I			I			AR								R
100		Statutory compliance including training and use of risk assessments	A	I					I			R								R
101		General monitoring, action plans in relation to safety of sites including buildings conditions				I	I		I				AR							R

102	Safeguarding Policy		A	I				R					R			
103	Safeguarding procedures, including SCR		A	S				R					R			
GDPR																
104	Ensure suitability GDPR Policy		A	S	C							R				
105	Ensure GDPR procedures are in place, including monitoring and keeping up to date		A	S								R		S		
106	Appointment of a DPO Officer (Trust and at school level)		A	C	C			R								
Relationships and Marketing																
107	Ensuring effective pupil recruitment		I		I			A				R		R		
108	Marketing and public relations promotion of the Trust		I		I			A				R				
109	Marketing and public relations promotion of the Schools		I		I			A				R		R		