



BrightTribe
learn grow prosper

Scheme of Delegation

Approved by the Board – 7th July 2016





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1. Introduction

Our vision

Learn

Provide the best education for every pupil

Ensure the highest quality teaching and learning

Work with the family, parent or carer

Grow

Grow our pupils' futures

Develop the best teaching staff

Provide the best learning environment and supporting technology

Prosper

Lead the way in education

Realise the opportunities

Be connected to the community

Bright Tribe Trust and Adventure Learning Academy Trust (the **Trust**) bring a new energy and approach to providing the best education for our pupils. Through proven practices, the Trust will transform the learning of pupils, raise standards and provide the highest quality learning environments, enabling pupils and teaching staff to thrive and be the best. The Trust's aim is to break down the barriers that limit educational progress. We do this through adopting a personal learning pathway for every child – one that takes account of individual needs, aspirations and talents.

2. The Purpose of this Scheme of Delegation

In order to discharge its responsibilities, the Board may delegate powers and functions (including the power to sub-delegate) to any of its number, to any committee or to any other holder of an executive office, subject to any conditions the Board may impose. For the avoidance of doubt, the Board may, at its discretion, exercise any of the powers delegated by this scheme.

This Scheme of Delegation explains the ways in which the Board fulfils its responsibilities for the leadership and management of the Trust and its academies. It should also be read in conjunction with the Articles of Association, Finance Manuals, committee Terms of Reference and the Trust's policies and procedures.

3. Roles

Role	Description
Members	As a charitable company limited by guarantee, the Trust does not have shareholders. The Members are the equivalent of the 'owners' of the Trust and each Member's liability is limited to £10. The role of the Members is generally to oversee the achievement of the company's objectives, to take part in annual and extraordinary general meetings, to receive accounts and to make some appointments to the Board. Decisions made by the Board are scrutinised and challenged by the Members when they deem appropriate.
Board of Directors	<p>The Trust is governed by its own Board of Directors (collectively referred to in this scheme as the Board) who are responsible for, and oversee its management and administration and that of the academies which it operates. Each Director is in effect a governor, a company director and a charity trustee. The Board are responsible for the three core strategic governance functions namely:</p> <ul style="list-style-type: none"> • the strategic direction of the Trust; • to ensure the Principals and Executive Principals are accountable for educational performance; and • to oversee the Trust's financial performance. <p>The Board are accountable to external government agencies including Companies House, the Charity Commission, the Education Funding Agency and the Department for Education for their activities and for the quality of the services and facilities provided by the Trust. They are required to have systems in place through which they can assure themselves of quality, safety and good practice.</p>
Chief Operating Officer*	The senior executive of the Trust and the head of the management team who also fulfils the role of Accounting Officer, this being a requirement of the Academies Financial handbook. This confers responsibility for financial and administrative matters. It includes a personal responsibility to Parliament, and to the EFA, for the financial resources under the Trust's control.
Director of Education*	The national strategic lead on teaching and learning and the national lead supporting CPD, vocational and academic curriculum and enrichment strategy.
Director of School Improvement**	Responsible for school improvement (outcomes, progress, attendance and closing gaps). This includes being the Trust's representative for Ofsted/DfE, CPD, recruitment, teaching & learning, monitoring and quality assurance, operational policies and operating procedures, governance, safeguarding and SEN/PP/Sports premium strategy.
Director of Business Services**	Responsible for human resources, administration, policies and procedures, marketing & communications and legal.

Director of Schools**	Responsible for strategic partnerships and relationships, recruitment strategy and academy conversions.
Director of Finance**	Responsible for finance delivery across the Trust in accordance with Academies Financial Handbook and fulfils the role of Chief Financial Officer (a requirement of the Academies Financial Handbook). Has responsibility for the day to day management of financial issues, proper financial management and risk management, the preparation and management of the Trust's budget, the maintenance of effective systems of internal control and ensuring that the annual accounts are properly presented and adequately supported by the underlying books and records of the Company
Director of Estates**	Responsible for statutory compliance, ICT, capital works and soft services
Executive Principals	Responsible for oversight of a group of academies to ensure the successful development and implementation of the Bright Tribe ethos and standards
Principals	The Principals have delegated powers and functions in respect of internal organisation, management and control of their academy, the implementation of all policies approved by the Board and for the direction of teaching and the curriculum

* The Chief Operating Officer and the Director of Education are each on the Board of Directors by virtue of their position.

** The Director of School Improvement, Director of Business Services, Director of Schools, Director of Finance and Director of Estates are referred to collectively in this scheme as the **Executive Management Team**. These post holders are not necessarily on the Board of Directors.

4. Constitution of the Board of Directors

As specified in the Articles.

5. Constitution of the Education Advisory Board, Finance Committee, Executive Sub-Committee, Operations Board, Audit & Scrutiny Committee, Accountability Review & Challenge Groups (ARCs), Regional TC&G, Individual Academy RIGs and Drive Teams

These committees are constituted and shall operate in accordance with their own separate Terms of Reference, which must be approved by the Board. Please see the links below:

1. [Accountability, Review and Challenge terms of reference](#)
2. [Primary Finance Manual](#) and [Secondary Finance Manual](#)

6. Delegated Authority (Governance)

Authority/Duty	Delegated to	Additional Information
Amending the Articles	Cannot be delegated. Authority rests with the members alone	
Decide on a change of school category	Cannot be delegated. Authority rests with the members alone	
Agree amendments to any funding agreement with the Secretary of State for Education	The Board	
Approve Scheme of Delegation	The Board	
Annual review of Scheme of delegation	Chief Operating Officer	
Approve all Terms of Reference	The Board	
Approve new convertor, sponsored academies and existing academies joining MAT	The Board	
Establish Trust Committees	The Board	
Appoint Chairman of the Board	The Board	On the approval of the members
Appoint and remove Chairs of Trust Committees	The Board	
Appoint and remove members of Trust Committees (including ARCs)	The Board	Except Parents (elected)
Appoint and remove Responsible Officer, Accounting Officer, Audit Committee, Clerks, Company Secretary and auditors (and approval of financial statements)	The Board	On the recommendation of the Finance Committee or Audit Committee as appropriate
Managing a programme of risk review and checking of financial controls, in accordance with the	The Audit Committee	External auditors reporting to the Audit Committee as a supplementary programme of work

7. Delegated Authority (Finance)

The Trust's Finance Manuals (which must be approved by the Board) contain all financial delegations and they are, therefore, not repeated in this scheme.

8. Delegated Authority (Academies, Curriculum and Teaching)

Authority/Duty	Delegated to	Additional Information
Setting and review of curriculum in accordance with all elements required by law or by the funding agreements	Director of School Improvement	In consultation with the Director of Education, Executive Principals and Principals
Evaluating standards of teaching and learning, monitoring levels of educational attainment and ensuring that proper standards of professional performance are established and maintained	Director of School Improvement	In consultation with the Director of Education and Executive Principals
Preparation and updating of an Educational Development Plan for each academy	Director of School Improvement	In consultation with the Director of Education, Executive Principals and Principals
Promoting and marketing the Trust to raise its profile with local communities and seeking sponsorship and partnerships which help meet planned and future objectives	Executive Principals	Supported by the Director of Business Services
Ensuring academies are financially viable at all times, operating within budgets and meeting all statutory and Trust requirements for transparency, probity and robust financial management	Executive Principals	Supported by Director of Finance

Set admissions policy	The Board	On the recommendation of the Chief Operating Officer
Admissions	ARC with Principal and Executive Principal	Academies will follow Local Authority admission policy for 11 – 16
Individual academy issues including attendance, exclusions, punctuality, disciplinary, safeguarding and child protection, religious education/daily acts of collective worship,	The Principal	Supported and scrutinised by ARCs
Ensuring systems for child welfare and wellbeing are in place	The Board	Supported by the Director of School Improvement
Promoting and safeguarding the welfare of students and reporting any child protection or staffing issues to the Director of School Improvement	Executive Principals	
Academy Hours – setting the opening and closing times for the Academies	The Board	On the recommendation of the Chief Operating Officer and Executive Principals
Term Dates and length of school day	The Board	On the recommendation of the Chief Operating Officer and Executive Principals.
Permanent Exclusions	ARC with Principal and Executive Principal	Academies will follow Local Authority procedures for exclusions and appeals

9. Delegated Authority (Human Resources and Operations)

Authority/Duty	Delegated to	Additional Information
Pay & Remuneration Policy	The Board	On the recommendation of the Chief Operating Officer

Changes to employee terms and conditions	The Board	On the recommendation of the Chief Operating Officer
Annual pay award (Teachers)	Chief Operating Officer/panel appointed by the Chief Operating Officer	In consultation with the Finance Committee On appeal to an appeals committee appointed by the Board
Annual pay award (Academy Support Staff)	Chief Operating Officer/panel appointed by the Chief Operating Officer	In consultation with the Finance Committee On appeal to an appeals committee appointed by the Board
Individual Performance Pay Awards	Chief Operating Officer/panel appointed by the Chief Operating Officer	In consultation with the Finance Committee On appeal to an appeals committee appointed by the Board
Establish HR policies	The Board	On the recommendation of the Chief Operating Officer
Determining school staff complement within agreed budget	Executive Principal	In consultation with the Principal
Appointment of Chief Operating Officer	The Board/selection panel selected by the Board	
Appointment of senior roles including Executive Principals and Executive Management Team	The Board	On the recommendation of the Chief Operating Officer
Appointment of any other central Trust post	Chief Operating Officer	On the recommendation of the any member(s) of the Executive Management Team
Appointment of Principals and Vice-Principals within agreed staffing structure	Director of School Improvement	In consultation with Chief Operating Officer and Executive Principal(s)
Appointment of other SLT roles within agreed staffing structure	Executive Principal	In consultation with the Principal
Teacher and Teaching Assistant appointments within agreed staffing structure	Executive Principal	In consultation with the Principal

Non-teaching academy staff appointments within agreed staffing structure	Executive Principal	In consultation with the Principal
Signing letters of appointment/employment contracts	Any member of the Executive Management Team	Subject to sign off of recruitment requisition form
Disciplinary and dismissal cases (Chief Operating Officer and other senior Trust positions)	One member of the Board	Other member of the Board on appeal
Disciplinary/dismissal cases and grievances (Executive Principals)	One member of the Board	Other member of the Board on appeal
Disciplinary/dismissal cases and grievances (Principals)	Executive Principal or more senior Trust position	Trust representative more senior than dismissal manager on appeal
Disciplinary/dismissal cases and grievances (Vice Principals and SLT)	Principal or more senior Trust position	Trust representative more senior than the dismissal manager on appeal
Disciplinary/dismissal cases and grievances (any other post within an academy)	Principal	Executive Principal or other Trust representative more senior than the dismissal manager
Disciplinary/dismissal cases and grievances (any other central Trust post)	Any one person from the Executive Management Team or other more senior Trust representative where appropriate	Chief Operating Officer or other Trust representative more senior than the dismissal manager
Settlement payments/early retirements	Chief Operating Officer	On the recommendation of the relevant member(s) of the Executive Management Team Where the trust is considering a non-statutory/non-contractual payment of £50,000 or more, the EFA's prior approval must be obtained
Restructures, redundancies, early retirements, creation of new posts, regrading and increases in hours	Chief Operating Officer and such Principals, Executive Principals and members of the Executive Management Team as are deemed appropriate by the Chief Operating Officer	Subject to final sign-off by the Finance Committee

Review and approval of Trust-wide Policies (including recruitment, pay, procurement, performance management, discipline, capability, grievance and absence, admissions, charging and remissions, health & safety and safeguarding) in accordance with all appropriate regulations	The Board/Executive Sub-Committee	On the recommendation of the relevant member(s) of the Executive Management Team
Ensuring that all statutory policies and documents are in place at each academy	The Principal	Supported by Executive Management Team
Monitoring and evaluating the impact of policies.	Chief Operating Officer	Supported by Executive Management Team
Oversight of websites and public relations activities	Chief Operating Officer	Supported by Director of Business Services
Ensure Health and Safety regulations are followed within schools	Principal	Supported by the Director of Estates
Maintenance of the buildings and facilities used in respect of the Trust and each academy	Chief Operating Officer	Supported by the Director of Estates
Premises and Asset Maintenance Strategy – determining the use of premises and ensuring they are adequately maintained, establishing an estates management strategy and programme of capital investment	Chief Operating Officer /Board	On the recommendation of the Chief Operating Officer and appropriate committees, supported by the Director of Estates
Ensuring that proper security is maintained at all times for all buildings, furniture, equipment, vehicles, stocks, stores, cash, information and records etc. under within individual academies	Principal	Supported by the Director of Estates
Ensuring compliance with Data Protection and Freedom of Information legislation	The Board	Supported by the Director of Business Services
Acquiring and disposing of Trust land	The Board	On the recommendation of the Chief Operating Officer and appropriate committees, supported by the

		Director of Estates
Authorising disposal of individual items of equipment and materials that have become surplus to requirement, unusable or obsolete with an original purchase value up to £5000	Principal	Reporting to the Finance Committee In consultation with the Business Manager
Changing use of assets	The Board	On the recommendation of the Chief Operating Officer and appropriate committees, supported by the Director of Estates
Arranging Trust insurances	Director of Finance	



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