Raleigh
EDUCATION TRUST

Corporate

Scheme of Delegation

CEO approval:	Sean Kelly	July 2025
Trust Board Ratification:		July 2025
Last reviewed on:	July 2025	
Next review due by:	July 2026	

Key
Column 1: Members
Column 2: Board of trustees of the multi-academy trust
Column 3: Trust board committee
Column 4: Chief executive officer
Column 5: Central Executive Team
Column 6: Local Governing Body
Column 7: Extended Leadership Team
✓ Action to be undertaken at Trust Governance level
✓ Action to be undertaken at Trust Leadership and Local Governance level
A Provide advice and support to those accountable for decision making
U Updated
X Delegated authority to sit on an Employee-related panel
<> Direction of advice and support

Raleigh Education Trust Delegated Authority

Area	Decision	Delegation						
		Members	Trust Board	Board Committee	CEO	Central Executive Team	Local Governing Body	ELT
Governance framework								
People	Members: Appoint/Remove	✓						
	Trustees: Appoint/Remove	✓	✓					
	Role descriptions for members	✓						
	Role descriptions for trustees/chair/ specific roles/committees: agree		✓		<A			
	Board committee chairs: appoint and remove		✓		<A			
	Academy LGB: appoint and remove		✓		✓	<A		<A
	Trust Governance Professional: appoint and remove		✓		✓			
	Clerk to local governing body: appoint and remove		✓		✓		✓	
	Articles of association: review and agree	✓	<A		<A			
Systems and Structures	Governance structure (committees) for the trust: establish and review annually		✓		<A			
	Terms of reference for board committees and scheme of delegation for committees: agree annually		✓		<A			
	Skills audit: complete and recruit to fill gaps		✓		<A>		✓	A
	Annual self-review of the trust board and committees: complete annually	U	✓		<A			
	Annual self-review of local governing body: complete annually		U		✓		✓	
	Chair's performance: Carry out 360 reviews periodically	U	✓		<A>		✓	
	Trustee / local governor contribution: review annually	U	✓		<A>		✓	

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Systems and Structures	Succession: plan		✓		<A>		✓	A
	Annual schedule of business for trust board: agree		✓	✓	<A			
	Annual schedule of business for local governing body: agree				✓		A	<A

Reporting								
Reporting	Publication on trust and schools' websites of all required details on governance arrangements: ensure		A		<A>	✓	A	<A
	Annual report on performance of the trust: submit to members and publish		✓		<A			
	Annual report and accounts, including accounting policies, signed statement on regularity, propriety and compliance, incorporating governance statement demonstrating value for money: submit		✓	<A	<A	<A		
	Annual report work of the local governing body: submit to the trust and publish					A	✓	A

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Being Strategic								
Being Strategic	Determine trust wide policies which reflect the trust's ethos and values (facilitating discussions with unions where appropriate) including: admissions; charging and remissions; complaints; expenses; health and safety, premises management; data protection and FOI; staffing policies including capability, discipline, conduct and grievance: approve		✓	✓	<A	<A		
	Determine school level policies which reflect the school's ethos and values to include e.g. admissions; SEND; safeguarding and child protection; curriculum; behaviour: approve		✓		<A>	<A>	✓	A
	Management of risk: establish a register, review and monitor		✓	<A	<A>	<A>	✓	<A
	Trust's vision and strategy, agreeing key priorities and key performance indicators (KPIs) against which progress towards achieving the vision can be measured: determine		✓		<A			
	Schools vision and strategy, agreeing key priorities and key performance indicators (KPIs) against which progress towards achieving the vision can be measured: determine		U		✓	<A>	<A	<A

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Being Strategic								
Being Strategic	Chief executive officer: appoint and dismiss		✓					
	Academy principal: appoint and dismiss				✓	<A	<A	
	Budget plan to support the delivery of the trust's key priorities: agree		✓	<A	<A	<A		
	Budget plan to support the delivery of school key priorities: agree				✓	<A>	<A	<A
	Trust's staffing structure: agree		U	<A	✓	<A		
	School staffing structure: agree				✓	<A>	<A>	<A>
	Academy hours and term times: Change		U		✓			A
	Expansion of existing facilities/taking on new premises		✓		✓	<A>	<A>	<A
	Other major strategic decisions: e.g. curriculum design and/or content		U		✓	<A	<A	<A
	MAT wide developments		U		✓	<A		<A

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Holding to account								
Holding to account	Auditing and reporting arrangements for matters of compliance (e.g. safeguarding, H&S, employment): agree		✓	✓	✓	<A>		A
	Reporting arrangements for progress on key school improvement priorities: agree				✓	A	U	A
	Performance management of the Chief Executive Officer: undertake		✓					
	Performance management of the academy principal: undertake				✓		<A	
	Performance management of ELT: undertake				✓	✓		
	Performance management of SLT: undertake				✓	A		✓
	Performance management of teachers and support staff: undertake				✓			✓
	Performance management of central trust staff: undertake				✓	✓		
	Performance management of senior trust leads: undertake				✓			

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Holding to account	Approval and signature of all settlement agreements			U	✓			
	Approval of suspension of all staff				✓			
	Data Protection		✓		✓	<A	<A	<A

Ensuring financial probity								
Ensuring financial probity	Appoint Chief financial officer for delivery of trusts detailed accounting processes		U	<A>	✓			
	Trust's scheme of financial delegation: establish and review		✓	✓	✓	<A		
	External/internal auditors' report: receive and respond	U	✓	<A	<A>	<A		
	Budget Forecast: Submission of consolidated Budget Forecast by 31 August for the following financial year including capital projects		✓	✓	<A	<A		

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Ensuring financial probity	Ordering goods and services (include certification of invoices). For exceptions refer to the Finance policy. Approval of contracts up to one year (Subject to the values above), academy principals can approve contracts up to one year All contracts over one year are to be approved by the CEO. In the event of a declared conflict, the next most senior person may act at the highest authorisation level with the approval of the Accounting Officer or Trust Board. Subject to satisfying tendering and procurement regulations as detailed in the Finance Policy. All purchases £5,000 and above require three written quotes or a single supplier justification. £5,000 - £49,999: three written quotes. £50,000 and above are subject to full written tender. N.B. Separate protocol for Alternative Provision at Denewood & Unity Academies All operating leases above £149,999 must be approved by Trustees (Finance committee up to £299,999, full board £300,000 and above. DfE prior approval is required for (1) taking any finance lease (borrowing). (2) taking a leasehold or tenancy agreement on land and building from another party for a term of 7 years or more.		Approval Limit £300,000 and above	Approval Limit £150,000 - £299,999	Approval Limit £149,999	CFOO Approval limit £49,999 ACFO Approval limit £4,999		Approval Limit £1,999

	(3) granting a lease hold interest, including a tenancy agreement of any duration on land or building to another party.							

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Ensuring financial probity	Disposal of assets		Over £5,000		Under £5,000	<A		
	Authority to issue sales credit notes and write off bad debts N.B. Over £45,000 or 1% of income. Board requires Secretary of State approval.		Over £45,000 or 1% of income.		Up to £44,999	<A		
	Authorisation of payments (BACS)				✓	Up to £400,000		
	Related Party Transactions: These must be reported through the DfE portal before any spending can be considered. N.B. All related party transactions must be reported through the DfE third party transaction portal before any spending can be considered. All related party transactions over £40,000 must be preapproved by the board before submitting to the DfE for		Pre-approved over £40,000		Approval up to £39,999	<A		

	prior approval [excludes salaries and payment under a contract of employment].							

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Ensuring financial probity	Special staff severance/compensation or ex gratia payments: Consideration a staff severance payment, including a non-statutory/non-contractual element of £50,000 or more, (gross, before income tax or other deductions), **must** obtain DfE's approval before making any offer to staff. DfE's approval **must** be obtained before making a special staff severance payment where: • an exit package which includes a special severance payment is at, or above, £100,000; and/or • the employee earns over £150,000.		U		✓	<A		
	Pupil Provision (Other LA Trading)				✓	<A	U	<A
	CEO pay award: agree		✓					
	CET pay award: agree			✓	<A			

	Academy principal pay award: agree		U	✓	<A			
	SLT pay award: agree		U	✓	<A	<A		A

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	Teacher pay award: agree		U	U	✓	<A		<A
	Support staff pay progression award: agree		U	U	✓	<A		<A
	Support staff Cost of Living pay award: Increase		U	U	✓	<A		
	Staff appraisal procedure and pay progression: review and agree				✓	<A		<A
	Benchmarking and trust wide value for money: ensure robustness		U	✓	<A	<A		
	Premises Maintenance Programme			U	✓	<A		
	Academy Health and Safety		U	U	✓	<A>		✓
	Legal Claims – where the legal claim exceeds the RPA financial limit (case dependent) the Finance Committee are to be made aware of the potential financial liability		U	U	✓	<A>	U	<A

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Human Resource								
Human Resource	Recruitment of CEO		✓					
	Recruitment of Principal		A>		✓	<A	<A	
	Recruitment of SLT				✓	✓	<A>	✓
	Recruitment of Teachers				U	A>	A>	✓
	Recruitment of Support Staff				U	A>	A>	✓
	Recruitment of Senior Trust Staff		A>		✓			
	Recruitment of Central Support Staff				A>	✓		
	Staff Pay award appeals		X	X	X	X	X	X
	Disciplinary Hearing: CEO		X					
	Disciplinary Hearing: Principal		X		X	X	X	
	Disciplinary Hearing: ELT			X	X	X	X	

	Disciplinary Hearing: SLT				X	X	X	X

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Human Resource	Disciplinary Hearing: teacher and support staff				U	X	X	X
	Disciplinary Hearing: Central Executive Team		X		X			
	Disciplinary Hearing: Central Trust Staff					X		X
	Formal hearings for grievances: CEO		X					
	Formal hearings for grievances: Principal				X	X	X	
	Formal hearings for grievances: SLT					X	X	X
	Formal hearings for grievances: Teacher and support staff					X	X	X
	Formal hearings for grievances: Central Executive Team			X	X			
	Formal hearings for grievance: Central trust staff				X	X		X

	Staff Appeals: CEO		X					
	Staff Appeals: Principal		X					

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Human Resource	Staff Appeals: SLT				X	X	X	X
	Staff Appeals: Teacher and support staff				X	X	X	X
	Staff Appeals: Central Executive Team		X					
	Staff Appeals: Central Trust Staff				X	X		
	Formal Absence and Capability: final stage N.B. Stage 1 & 2 Meetings: Undertaken by the appropriate Line Manager/SLT member		X		X	X		X