

The Claxton Trust
Delegated Authority Framework

STRATEGY	CENTRAL			SCHOOL	
	MEMBERS	BOARD OF DIRECTORS	HEAD'S GROUP	LOCAL GOVERNING BODY	HEADTEACHER
Overall strategy, vision and ethos	Uphold	Approve for MAT	Synthesise school strategy and produce MAT strategy	Approve for school Recommendations for MAT	Write for school
AGM	Yes				
Admission of new academies and enter into Funding Agreements		Approve / sign	Recommendations		
Entering into leases or other legal arrangements		Over £50K	MAT Up to £50k	School Up to £50K	
Approval of development and improvement plans		Approve for MAT	Synthesise school plan and produce MAT plan	Approve for school	Write for school

GOVERNANCE	CENTRAL			SCHOOL	
	MEMBERS	BOARD OF DIRECTORS	HEAD'S GROUP	LOCAL GOVERNING BODY	HEADTEACHER
Appointment and removal of Directors	Member appointed Directors	Board appointed Directors			
Amend the Articles	Yes	Recommendations to Members	Recommendations to Board		
Approval of terms of reference		Local Governing Body and Audit Committee		Local Governing Body Committees	
Appointment and removal of Local Governors		Approve policy		Appointment and removal	
Appoint Chair / Vice Chair		Board of Directors		Local Governing Body	
Appoint & Remove Clerk		Board of Directors		Local Governing Body	
Approve / amend organisational scheme of delegation		Approve	Write	Recommendations	
Take out Director Indemnity Insurance Cover		Yes			
Acquisition of legal entities		Approve	Recommendations		
Individual school entering into, or withdrawing from, a formal educational improvement partnership		Approve for MAT	Recommendations	Approve for school	Recommendations
Maintenance of register of pecuniary interests	Members	Board of Directors and MAT employees		Local Governing Body	School employees
Agree meeting and review cycle		Approve	Implement and suggest amendments	Implement and suggest amendments	
Emergency response and business continuity plans		Approve for MAT	Write for MAT	Approve for school	Write for school

Improvement strategy: monitoring, challenge, support and intervention plan		Approve for MAT	Write for MAT		
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EDUCATION / CURRICULUM	CENTRAL			SCHOOL	
	MEMBERS	BOARD OF DIRECTORS	HEAD'S GROUP	LOCAL GOVERNING BODY	HEADTEACHER
Approval and monitoring of leadership and management; quality of teaching, learning and assessment; outcomes; and personal development, behaviour and welfare.		Receive termly report	Monitoring at MAT level	Monitoring at school level	Setting at school level
Ensure statutory requirements are met within the curriculum		Receive termly report	Monitoring at MAT level	Monitoring at school level	Setting at school level
Post-Ofsted Action Plan		Approve for MAT	Write for MAT	Approve for school	Write for school
Curriculum: Planning, implementation and review				Monitoring at school level	Setting at school level
Term dates			Yes		
Length / organisation of school day				Approve	Recommendations
Revise the structure of the academic year		Approve	Recommendations	Recommendations	
Exclusions		Appeals		Permanent exclusions	Fixed term exclusions
Admissions policies and criteria (at school level)		LGB to inform board of any changes		Approve	Recommendations
Termly HTG report to board		Receive	Produce		

Agreed by Board Autumn Term 2021

FINANCE	CENTRAL			SCHOOL	
	MEMBERS	BOARD OF DIRECTORS	HEAD'S GROUP	LOCAL GOVERNING BODY	HEADTEACHER
STATUTORY REPORTING					
Completion and approval of annual accounts and reports to funding and regulatory bodies	Approval	Recommendation – MAT	Completion - MAT		Completion - School
Completion and submission of other accounting returns		Approval – MAT	Completion - MAT		
Completing annual & periodic financial reports (including income / expenditure, cash flow, projections etc.).		Receive – MAT	Completion - MAT	Receive – School	Completion - School
Authorised to complete PAYE returns			MAT		
Authorised to complete VAT returns.			MAT		
SYSTEMS OF INTERNAL FINANCIAL CONTROL					
Assurance over adequacy of systems of internal financial control		MAT		School	
Approval of financial regulations		Yes			
Appointment of auditors	Yes				
Appointment of internal auditors		Yes			
Approve scheme of financial delegation		Approve	Recommendations	Recommendations	
BUDGET AND MANAGEMENT REPORTING					
Approval of annual budget		Approve	Completion - MAT	Recommendation	Completion - School
Receipt and review of management accounts		Yes			
Approval of Trust budget and academy contributions		Approve	Recommendations		
Authority to make budget virements		Yes			
PURCHASING AND PROCUREMENT					
Placing orders for goods and services, entering into contracts, approval of invoices		Over £50k	MAT: Up to £50k	Up to £50K	Up to £20k (Deputy Heads up to £5k)
Waiver of financial regulations in respect of purchasing		Yes			
Ensuring compliance with tendering processes			MAT		School
BANKING AUTHORITY AND CASH MANAGEMENT					
Approval to borrow money		Yes			
Cash flow Management, Treasury & Investment		MAT	Monitor	School	Monitor
Open a bank account and approve signatories			MAT		School
TRANSACTION PROCESSING					

Agreed by Board Autumn Term 2021

Payroll - Starters, leavers and amendments and administration			MAT		School
Purchasing - Authorised to create vendors on accounting system			MAT		School
Processing income transactions			MAT		School
Authorisation of expense claims (cannot authorise one's own expenses)		CEO	MAT	Headteacher	School
Control account reconciliation			Yes		
Write and approve debt management policy		Yes			
Write-off bad debts		Over £500, subject to a £250,000 ceiling		£151-£500	Under £150
FIXED ASSETS					
Management of capital projects			MAT		School
Maintain fixed asset register for items over £1,000			MAT		School
Security of assets			MAT		School
Disposal / loan of assets		Over £5k		Up to £5k	Up to £500
INSURANCES					
Annual Risk Review & Premium Renewal		MAT		School	
Extended provision				Yes	

HUMAN RESOURCES	CENTRAL			SCHOOL	
	MEMBERS	BOARD OF DIRECTOS	HEAD'S GROUP	LOCAL GOVERNING BODY	HEADTEACHER
STAFF STRUCTURE					
Approval of annual staffing budgets		Approval		Recommendation	
Agree annual staffing structure		Approval		Recommendation	
Authorised to recruit staff		MAT – outside budget	MAT- within budget	School – outside budget	School - within budget
Job Description sign off			MAT		School
GRADE OF POSTS (TEACHING AND SUPPORT STAFF)					
Authorised to evaluate jobs and grades		Approval – MAT	Recommendation - MAT	Approval – School Recommendation -MAT	Recommendation - School
Authorised to agree/vary basic employment Terms & Conditions		MAT and school			
RECRUITMENT					
Recruitment and appointment including signing employment contracts		CEO Headteachers	MAT employees	Provide panel members for Headteacher recruitment	Other school based employees
Safer recruitment processes		Ensure compliance	Implement	Ensure compliance	Implement

PAY POLICY					
Determination of pay ranges through job evaluation		Yes			
Appointment outside range in salary structure		MAT		School	
Allocation of TLR / SEN values		Approve		Recommend	Recommend
Value of other discretionary allowances		Over £2.5K		Up to £2.5K	
Annual Pay Progression		Approve	Recommendation	Recommendation	
PENSION POLICY & DISCRETIONS					
Handling of all pension matters		Approve – MAT	Implement – MAT	Approve – School	Implement – School
OPERATION OF POLICIES					
Objective setting, performance appraisal and pay progression		CEO	MAT Employees	Headteacher	All other employees
Approval of any redundancy plans		Approval	Recommendation	Recommendation	
Approval of severance or redundancy agreements		Approval	Recommendation	Recommendation	
Authority to issue warnings or other disciplinary measures		CEO	MAT employees	Headteacher	All other employees
Authorisation of settlement agreements		All employees		Recommendation	

HEALTH & SAFETY – PREMISES AND BUILDINGS	CENTRAL			SCHOOL	
	MEMBERS	BOARD OF DIRECTORS	HEAD'S GROUP	LOCAL GOVERNING BODY	HEADTEACHER
Health and Safety policy		Approve	Recommendation	Agree local procedures	
Ensuring the adequacy of health and safety practice throughout the MAT		Yes			
Critical incident planning		MAT		School	
Health and Safety RIDDOR reporting			MAT		School
Health and safety accident reporting			MAT		School
Statutory training		Receive report	Report to Board	Receive report	Report to Governing Body
Statutory compliance testing		Receive report	Report to Board	Receive report	Report to Governing Body
General monitoring and action plans in relation to safety of sites including buildings and conditions		Receive report	Report to Board	School	

HEALTH & SAFETY – SAFEGUARDING	CENTRAL			SCHOOL	
	MEMBERS	BOARD OF DIRECTORS	HEAD'S GROUP	LOCAL GOVERNING BODY	HEADTEACHER
Statutory training		Receive report	Report to Board	Receive report	Report to Governing Body
Single Central Record			MAT		School