

The Rowan Learning Trust

Scheme of Delegation 2023-2024 for Local Governance

9 Schools


700+ Employees

5 Local Authorities

4500+ Students



Approved by the Board of Trustees on 14th July 2023

Signed by the Chair of the Board: 

This Scheme of Delegation supersedes all previous versions

Ensuring Compliance with Legislation and Financial Regulations

The Rowan Learning Trust (RLT) is an education charity with a single legal and moral purpose: “to advance education for the public benefit”. All our schools work in collaboration, as one entity, to improve and maintain high educational standards across the group.

Rationale

The underlying principles for this Scheme of Delegation are:

- ✓ The Board of Trustees of the Rowan Learning Trust are mindful that their function is to ensure that all statutory obligations are met, and our schools provide a high standard of education to the children we serve whilst operating safely and efficiently.
- ✓ The Rowan Learning Trust is first and foremost a registered Charity and also a Limited Company, and it remains true to its aims and objectives.
- ✓ The Trust Board will use its discretion through delegation to sub-committees including Local Governance Committees.
- ✓ That all schools in the Trust are in a partnership of equals irrespective of their length of membership in the Trust. It is recognised that schools may require different levels of support and can successfully handle different levels of delegation depending on their school performance.
- ✓ The Board of Trustees of the Rowan Learning Trust recognise that Governors of our local schools are best able to service the needs of their school and their local community. The Trust Board’s intention is to provide a framework within the Scheme of Delegation in order for the Governors to make decisions at a local level to meet the needs of the students and the local community.
- ✓ There is an expectation that all Headteachers and Governors support and uphold the Strategic Aims & Objectives, Ethos and Values of the Rowan Learning Trust

Scheme of Delegation for Local Governance

It is important that the Rowan Learning Trust can demonstrate that it has robust and effective governance throughout the whole organisation. The Rowan Learning Trust will establish Local Governance Committees, for its schools, whose governors' role is to oversee the running of delegated aspects of the academies on behalf of the Trust. The membership of the Local Committee shall be for the RLT to decide.

The governing committees are responsible and accountable to the RLT Board for the educational performance and effective and efficient use of resources of their school as set out within the Trust's Scheme of Delegation. Governors are expected to question, challenge and support the academy's leadership and carry out their duties with diligence. The Local Committee is a sub-committee of the Trust Board and the Board retains the right to intervene and direct the Local governing committee if necessary to ensure that this is the case.

Where leadership and management are deemed not to be good or better, by the RLT board, alternative governance model may be used. This will be determined by the Trust board based on an individual basis using the information provided by a governance review. This will be reviewed and amended based on the progress of the school.

The Chair of the Board, CEO and Director of Governance & Communication will meet with the Headteacher, Chair of Governors and Clerk to Governors twice a year to review and agree Governance arrangements including the provision of special purposes committees.

Communication between the Rowan Learning Trust Board and Local Committees

The Trust Board meet regularly and as often as necessary. The Chair of the Rowan Learning Trust and Chief Executive will schedule meetings with the Chairs of the Local Committees termly. This provides an opportunity for information sharing between the Trust Board and Local Committees and enable issues to be raised which may have influence across the Trust as well as within particular schools. Open dialog is encouraged and Chair's or Governors are able to communicate with the Chair of the Trust as required.

Composition of a Local Governing Committee (LGC)

Type of Member	Number	Term of Office	How they are elected
Headteacher	1	Indefinite	N/A – by appointment as Headteacher
Trust appointed governors	4 – 8	4 years	By Rowan Learning Trust Board resolution. The number of Trust appointed governors will be determined by the Board. The Board will consider any representations made by the Local Governing Committee or predecessor Governing Body prior to conversion when considering the re-appointment of a Trust appointed governor.
Staff Governors (1 teaching staff & 1 support)	2	2 years	Staff election – secret ballot organised by the school
Parent Governor	2	2 years	Parent election – secret ballot organised by the school

Note: The Trust Board reserves the right to remove a governor

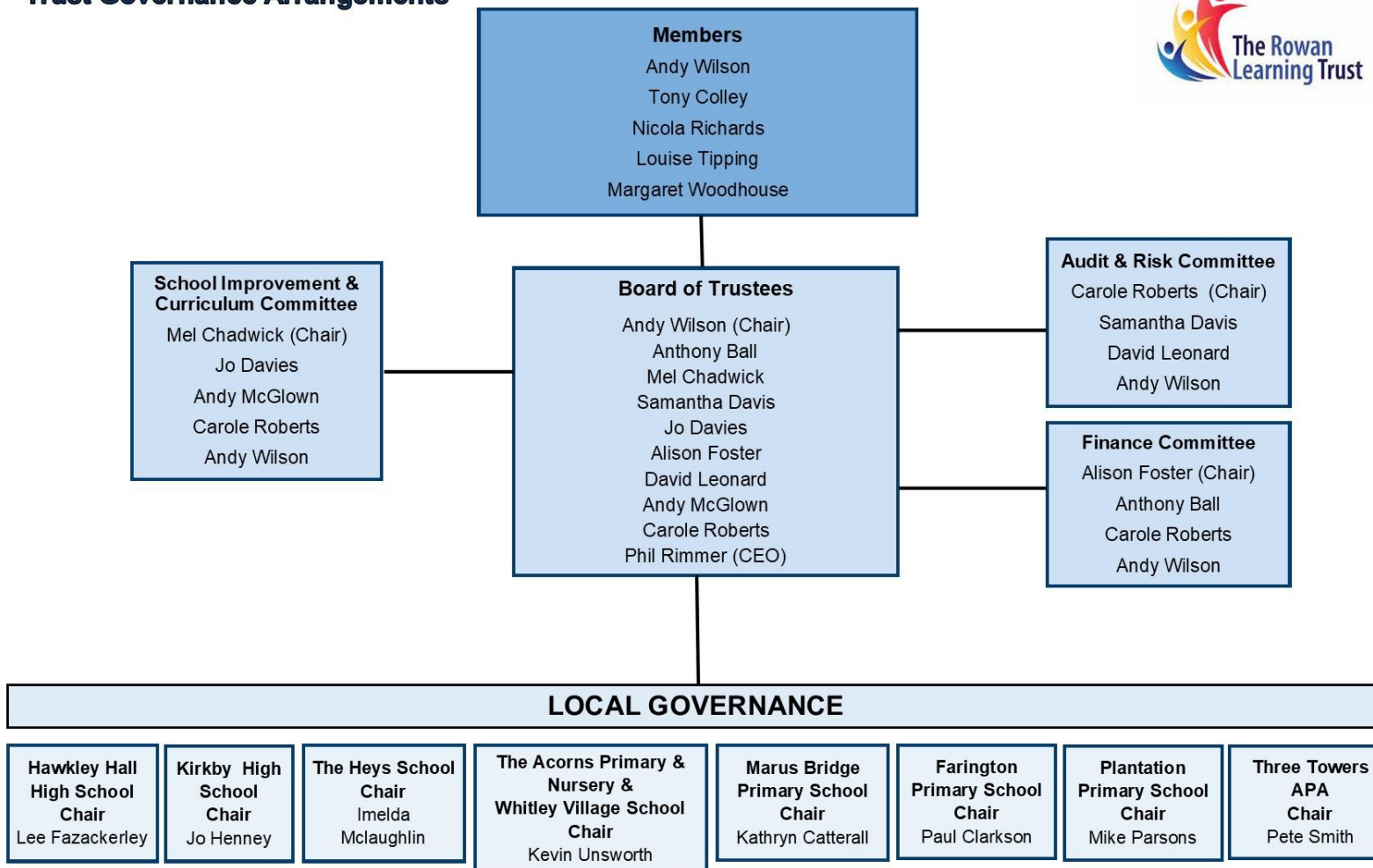
Governor Expectations

To fulfil the requirements of the role effectively all governors are expected to:

- Support and uphold the strategic aims and objectives, ethos and values of the Rowan Learning Trust – this applies to all Headteachers and Governors
- Follow the RLT governors code of conduct
- Follow the Nolan Principles of Public Life and lead by example
- Be prepared to commit the time needed to meet the demands of the role, the needs of the school and the Trust
- Be prepared to undertake the role of Chair, Vice Chair of the Committee or Sub-Committees
- Carry out their role with diligence, ambition and achieve the full potential of the school
- Act in the best interest of the children within the Trust
- Represent the whole school community not one person or single interest
- Commit to their own Continuous Professional Development including attendance at the RLT Governor training sessions
- Where necessary attend additional meetings for example: RLT Governor’s conference and Ofsted inspections

The Board of Trustees operates and delegates through the governance structure illustrated below:

Trust Governance Arrangements



Local School Governance Responsibilities & Accountabilities

Education	Educational Performance	
	School Improvement	Monitor, support and challenge the: School Development Plan, SEF, CPD, quality of teaching and learning, quality assurance processes, strand review feedback, student wellbeing, student behaviour, student admission/appeals, complaints & outcomes, attendance, school holiday pattern, educational visits and residential activities. To adopt and monitor the school's policies on student behaviour and exclusions, safeguarding, SEND, equality, teaching and learning.
	Curriculum	Monitor, support and challenge the: Pupil progress, curriculum, pupil attainment, pupil premium, KS updates. To adopt and monitor all curriculum policies
People & Culture	Effective and efficient use of resources	
	Staffing	Monitor, support and challenge the: changes in staffing to meet the needs of the school, general staffing updates, staffing matters including flexible working applications, disciplinary, grievance and dismissal. Participate in appointment of staff in accordance with the scheme of delegation. To adopt the Rowan Learning Trust T & C policies
Business	Finance	Monitor, support and challenge the: school finances including the management accounts on a monthly basis. Approve spend in line with the Scheme of Delegation
	Premises	Monitor, support and challenge the: Site refurbishment and maintenance, IT provision, capital projects, asset management, risk, health and safety matters, safety audits, fire evacuation and lockdown procedures, site survey's including health and safety, condition, asbestos, legionella and glazing, cleaning and catering contracts. To adopt and monitor all premises related policies.
	Community	Monitor, support and challenge the: Consultation on admission arrangements, changes to the timings of school sessions, school lettings.
Strategy	Ensure clarity of vision, ethos and strategic direction	
	Special Purposes	All panel hearings in respect of exclusions, appeals, disciplinary, grievance and complaints.

Admissions (mainstream schools) Note: The Rowan Learning Trust is the Admissions Authority.				
Delegated Duty	Delegated Authority			Comment
	HT	LGC	RLT	
Consultation on policy		✓		All schools will follow their Local Authorities admission policy for EYFS through to KS4 unless there is a specific reason to justify departure agreed with the CEO.
Increase in numbers			✓	DfE consent is not required to increase numbers but any request must be submitted to the Trust board for consideration
Decrease in numbers			✓	DfE/RSC consent is required to decrease numbers and this request must be submitted by the Trust Board.
Temporary oversubscription		✓	✓	Local Committee to recommend to the Trust Board for approval
Change in oversubscription criteria		✓	✓	Local Committee to recommend to the Trust Board for approval
Appeals policy		✓		Levels of Appeals to be reported to the CEO and Trust Board.

Admissions (AP schools) Note: The Rowan Learning Trust is the Admissions Authority.				
Delegated Duty	Delegated Authority			Comment
	HT	LGC	RLT	
Increase in numbers			✓	LA and RLT to agree. DfE, ESFA approve.
Decrease in numbers			✓	LA and RLT to agree. DfE, ESFA approve.
Temporary oversubscription			✓	The Headteacher consulting with the CEO. Recommend to the Trust Board for approval
Appeals policy		✓		Levels of Appeals to be reported to the CEO and Trust Board.

Governance

Delegated Duty	Delegated Authority			Comment
	HT	LGC	RLT	
Appoint or Remove Trust Governors			✓	
Increase size of LGC			✓	
Decrease Size of LGC			✓	
Suspend Chair of LGC			✓	
Suspend Local Committee member who is not a Trust appointee		✓		CEO to be consulted in advance

Delegated Duty	Delegated Authority			Comment
	HT	LGC	RLT	
Suspend Local Committee member who is a Trust appointee			✓	
Fill vacancy of parent governors		✓		Secret ballot organised by the school
Elect chair of Local Committee (LGC)		✓		Excluding anybody with a clear conflict of interest. The chair must have 2 or more years' experience either on the Local Governing Committee or as a senior leader in a good or better school. If a Chair is elected who does not meet this criteria approval is required by the Board of Trustees. Staff Governors are not eligible for the role of Chair
Elect vice-chair of Local Committee		✓		Excluding anybody with a clear conflict of interest
Elect chair and vice chair of Local Committee sub committees		✓		Excluding anybody with a clear conflict of interest

Policies

Delegated Duty	Delegated Authority			Comment
	HT	LGC	RLT	
Health and safety policy		✓	✓	Trust policy adapted by schools.
Admissions policies		✓	✓	Trust policy adapted by schools.

Premises

Delegated Duty	Delegated Authority			Comment
	HT	LGC	RLT	
Capital programmes within the approved annual budget.	✓	✓	✓	The process will follow that outlined in the Procurement policy. To be planned by the Headteacher in conjunction with the CEO and Director of Operations, reported to the Local Committee and authorised by the Trust Board or CEO dependent on value.
Capital Programme Contract Variations		✓		The Headteacher, consulting with the Director of Operations, must build in an appropriate contingency for all programmes to allow for some local contract variation during the programme. Note: The Trust Board must approve if the variation exceeds agreed capital spend in the annual budget.
Health and Safety		✓		It is the responsibility of the Local Committee to ensure that health and safety legislation is adhered to and the appropriate health and safety certificates are in place. The operational compliance of this function will be monitored and audited by the Trust Board. Any notifiable incidents under Health and Safety regulations must also be reported to the CEO and Trust Board. Where there are immediate public health concerns these must be notified to the Chief Executive immediately the school becomes aware.
Maintaining risk register			✓	The Trust must manage risk to ensure its effective operation and must maintain a risk register. The board should hold oversight of strategic risks across the trust. Local Governance can hold oversight of school-level risks.

Finance

Delegated Duty	Delegated Authority			Comment
	HT	LGC	RLT	
Income Generation		✓		The Local Committee will monitor the activities carried out to ensure they meet the high professional standards the Trust requires, are properly marketed, adequate insurance and risk assessments are in place. The RLT receive reports from the Internal Auditors. Such income generation must appear as a separate entry in the management accounts, annual accounts, budgets and other financial information generated by the School.
Insurance (building, indemnity and school trips)			✓	The Trust will use its purchasing power to ensure that all Academies receive best value and value for money with their insurance. Each School will have individual membership with the RPA, which is top-sliced from GAG funding before schools receive their allocation. Schools must monitor insurance cover to ensure it is adequate, fit for purpose and report any deficiencies to the CEO
Other Insurance (e.g., motor, sickness and maternity)		✓		The Local Committee must ensure that adequate insurance is in place for all motor vehicles owned and operated by the school. This must provide fully comprehensive cover for all authorised drivers and the school must maintain a log of all authorised drivers, the status of their driving licence and any penalty points. The school must also ensure all drivers are aware and comply with any restrictions imposed by the insurance company. The Rowan Learning Trust Board will stipulate what cover is required.
Appoint External Auditors			✓	The same Auditors will work across the Trust. There must be separation between the External and Internal Auditors.
Appoint Internal Auditors			✓	The same Auditors will work across the Trust. There must be separation between the External and Internal Auditors

Delegated Duty	Delegated Authority			Comment
	HT	LGC	RLT	
Agree the Annual Report and Accounts		✓		Each school must approve its own Annual Report and Accounts in the format specified by the Trust so that the Trust can prepare consolidated Annual Accounts for both ESFA and Companies house. Annual Accounts must be published on the school website, RLT and DfE websites.
Prepare Annual School Budget Plan	✓			In consultation with the CFO & SBM. Shared with the CEO. The LGC have the option to scrutinise the budget prior to its submission to Trust. The Headteacher and Chair of Governors will present the budget to the Rowan Learning Trust Finance, Audit and Risk Committee and share it with their Local Committees. The budget must be approved by the Rowan Learning Trust Board.
Approve Annual Budget			✓	The RLT board must approve each school's budget.
Vary Central Functions Levy			✓	The RLT board will, in conjunction with the CEO, review the Central Functions Levy annually and make variations as appropriate.
Prepare monthly management accounts.	✓			School Business/Finance Manager is responsible: Management accounts must be reviewed by to chair of Local Committee, Headteacher and SBM, and submitted to CFO on a monthly basis.
Appoint Accounting Officer			✓	This is the Chief Executive for all schools in the Trust.
Investments			✓	Investments are high risk and must be avoided. Surplus monies will be placed on deposit individually by each school in a Trust-approved high-interest bank account, in compliance with the RLT Investments policy. Local Committee to recommend to the Trust Board for their approval
IT Software	✓			Purchase of, or use of free source software must be in consultation with the Trust's IT Manager and any purchases comply with the financial delegations. Software can only be installed in accordance with Trust data security policies.
IT Hardware (Classroom / Office)	✓			Purchase of hardware must be in consultation with the IT Manager and any purchase comply with the financial delegations.
IT Hardware (presentation / backroom)			✓	Purchases will be in line with the estates and ICT plan and will use the Trust Capacity Allocation (TCA)
Service Level Agreements / Contracts	✓			Headteacher (in line with procurement threshold): Schools must maintain a Contracts register using the Trust proforma provided by the Director of Operations.

Delegated Duty	Delegated Authority			Comment
	HT	LGC	RLT	
Charging and remissions policy for activities			✓	Variation on the policy for AP schools by agreement with the CEO.
Commercial sponsorship arrangements			✓	
Finance Agreements			✓	Finance Agreements or Operational Lease Agreements must be specifically approved by the Trust Board as they require DfE approval given the significant long-term risk that they can bring.

Financial Levels of Authority*

All procurement must be carried out in compliance with the principles of the EU Treaties, include the free movement of goods (Article 28 of the EC Treaty), the right of establishment (Article 43), the freedom to provide services (Article 49), non-discrimination and equal treatment, transparency, proportionality and mutual recognition. For most goods and services where contracts will have a value over their lifetime in excess of the OJEU threshold, a strict procedure must be followed in compliance with the Public Contracts Regulations 2006 and related regulations.

*These will be reviewed by the CEO and CFO amended appropriately in line with the latest published Academy Trust Handbook.

Delegated Duty	Value	Delegated Authority			Comment
		HT	LGC	RLT	
Authorising monthly salary payments	In line with the salary budget	✓			Headteacher, Finance Manager or designated school HR representative. Report to the Local Committee on any anomalies
Signatures for BACS payment authorisations and other bank transfers	Up to £20,000	✓			Any two signatures in line with the Bank Mandate
	Any amounts between £20,000 - £49,999	✓		✓	Two signatures in accordance with the bank mandate and one must be the HT or RLT
	£50,000 +	✓		✓	Two signatures in line with the bank mandate which must be HT & RLT or in the Headteacher's absence two RLT

Delegated Duty	Value	Delegated Authority			Comment
		HT	LGC	RLT	
Signatories for grant claims and DfE Returns	Unlimited	✓		✓	The Finance Manager and one of the following: <ul style="list-style-type: none"> • Chair of the Trust • Chief Executive/Accounting Officer • Headteacher Two signatories, or as required by DfE/ESFA
Virement of budget provision between budget headings	Within a Faculty	✓			Business Manager & Budget Holder: Virement within a department at discretion of Business Manager in consultation with budget holder.
	Up to £30,000	✓			Headteacher & Business Manager. Reported to the Local Committee
	£30,001 - £50,000		✓		Local Committee. Reported to the Rowan Learning Trust Finance, Audit and Risk Committee
	Over £50,000		✓	✓	Chief Executive, Chief Finance Officer and chair of the Local Committee. Reported to the Local Committee and the Rowan Learning Trust Finance, Audit and Risk Committee
Disposal of assets	Up to £5000	✓			Reported to the Local Committee
	Up to £20,000	✓	✓	✓	Chief Executive, Headteacher and chair of Local Committee Reported to the Local Committee and the Rowan Learning Trust Finance, Audit and Risk Committee
	Over £20,000		✓	✓	Chief Executive, chair the Local Committee and the Rowan Learning Trust Finance, Audit and Risk Committee and DfE. DfE approval required for disposal of assets funded with more than £20,000 of DfE grant or transferred from the LA at nominal consideration
Write-off bad debts	Up to £500	✓			Headteacher. Reported to the Local Committee
	Up to £1000	✓	✓		Headteacher and chair Local Committee. Reported to the CEO and Audit and Risk Committee
	Over £1,000		✓	✓	CEO, Chair of Local Committee, Rowan Learning Trust Finance, Audit and Risk Committee plus DfE approval. Report to the Rowan Learning Trust Board

Delegated Duty	Value	Delegated Authority			Comment
		HT	LGC	RLT	
Write-off overpayments to staff	Up to £500	✓			Headteacher. Reported to the Local Committee
	Up to £1,000	✓	✓	✓	Chief Executive, Headteacher and chair of Local Committee Reported to the Rowan Learning Trust Finance, Audit and Risk Committee
	Over £1,000	✓	✓	✓	Chief Executive, chair of Local Committee and Trust Board member . Reported to the Rowan Learning Trust Finance, Audit and Risk Committee
Petty Cash	£300 (Primary, Secondary and TT Whelley) £500 (TT Hindley)	✓			Operated by the administration assistant. Checked by the Business Manager Maximum of £50* per individual item Three Towers – Maximum of £100* per individual item *limit can be exceeded in exceptional circumstances with prior agreement from the CEO. ✓ The use of cash should be kept to an absolute minimum. £2,000 maximum petty cash withdrawal per year. Approval required from the Rowan Learning Trust Finance, Audit & Risk Committee for use of more than £2,000 per year
Authority to incur expenditure within approved annual budget	£0 to £40,000	✓			Headteacher will delegate responsibility for individual faculty & departmental budgets as appropriate.
	£40,001 to £60,000		✓		Local Committee
	£60,001 to £180,000		✓		Refer to the competitive tendering policy and consult the Director of operations. Local Committee to agree and submit for approval to Executive Team (CEO, CFO and Director of operations).
	Above £180,000		✓		Assistance must be sought from RLT to run a formal tender process. Formal OJEU tender process must be followed. Local Committee to agree and submit for approval to Rowan Learning Trust Finance, Audit and Risk Committee.

Delegated Duty	Value	Delegated Authority			Comment
		HT	LGC	RLT	
Authority to incur expenditure, from reserves, outside approved annual budget (these values are total values not per transaction).	£0 to £10,000	✓	✓		Headteacher, Chair and Vice-Chair
	£10,001 to £40,000		✓		Local Committee to approve and CEO to be notified. Threshold is a total value regardless of the number of transactions.
	£40,001 to £60,000		✓	✓	Local Committee to agree and submit for approval to Executive Team. Values – refer to the contract value.
	£60,001 to £180,000		✓	✓	Local Committee to agree and submit for approval to Rowan Learning Trust Finance, Audit and Risk Committee. Formal OJEU tender process must be followed.
	Above £180,000			✓	Board of Trustees
Authority to incur expenditure from SCA or TCA funding.	As per the Central Services Scheme of Delegation				
Purchase or sale of freehold property	Any			✓	RLT Board of Trustees plus DfE approval required
Granting or taking up of any leasehold or tenancy agreement exceeding 1 year	Any			✓	RLT Board of Trustees (DfE approval required for lease 3 years+)
Any guarantees, indemnities and letters of comfort entered into	Any			✓	RLT Board of Trustees, plus DfE approval required
Ex-gratia payments	Any			✓	In line with Trust policy. RLT policy reviewed annually
Related party transactions	Any			✓	Accounting Officer & Chair of RLT Board & Chair of the FAR Committee. Report to Trust board.
Defending Legal Claims	Any		✓		Local Committee. Assisted by the Trust Board/Chief Executive
Ability to incur expenditure for the purchase of gifts	Any			✓	CFO approval

Delegated Duty	Value	Delegated Authority			Comment
		HT	LGC	RLT	
Compromising Legal claims	Any			✓	RLT Board of Trustees. May be delegated to the Chief Executive, Chair of the Board depending on monetary sum.
Issuing legal Claims	Any		✓	✓	The Trust Board must be consulted in advance and reported to the Local Committee.
Investigate Financial Irregularities	Any	✓		✓	RLT Board of Trustees, Chief Executive, Headteacher: <ul style="list-style-type: none"> • Within a finance team in a school – Headteacher • Within a school potentially involving the Headteacher and/or school Finance Manager – Chief Executive • Within the Trust potentially involving the Chief Executive and/or CFO – The Trust Board
Monitoring pupil premium spend including Y7 literacy and numeracy catch-up and PE and sport premium	Any	✓	✓		LGCs should discuss with senior leaders the rationale for spending pupil premium and ensure that both pupil need, and effective practice are central to the strategy.
Managing cash position		✓	✓		LGCs must manage its cash position robustly. It must avoid becoming overdrawn on any of its bank accounts. LGC's are responsible for holding oversight of cash management.

Note: For further detail please refer to the RLT Finance Manual

HR Levels of Authority

APPOINTMENTS	
<p>All appointment panels must contain at least one member who has undertaken Safer Recruitment Training. The Chief Executive may nominate an alternative representative if they are unavailable to make up a panel. In the case of and internal appointment for a maternity cover the requirements set out below can be amended in discussion with the CEO</p>	
Headteacher	CEO, Director of phase or Executive HT, Chair of RLT and a board member, chair or vice chair of the LGC and at least one other member of the LGC. Any other person deemed appropriate by the CEO.
Deputy Headteacher	CEO, Director of phase or Executive HT, Headteacher, a local governing committee member and at least two others determined by the Headteacher.
Senior support staff posts, e.g. finance	Director of phase or Executive HT, a Local Committee member, CFO (if finance), and at least two others determined by the Headteacher
Assistant Headteacher	CEO, Director of phase or Executive HT, Headteacher, Deputy Headteacher, a local governing committee member and at least two others determined by the Headteacher
Associate/Aspirant Senior Leader/ Lead Practitioner	Headteacher, Deputy or Assistant Headteacher, a local governing committee member and at least one others determined by the Headteacher
TLR 1 Posts	Headteacher, Deputy or Assistant Headteacher, and a local governing committee member
TLR 2 Posts	Headteacher, Deputy or Assistant Headteacher and Head of Faculty (or equivalent)
All other Teaching posts	Headteacher, Deputy or Assistant Headteacher and Head of Faculty/Department (or equivalent)
All Professional Support Staff posts (other than senior)	SLT member and two others determined by the Headteacher

DISCIPLINARY CASES AND DISMISSALS	
For all disciplinary cases and dismissals, the following delegation model shall apply:	
<ul style="list-style-type: none"> ○ Disciplinary (including suspension) ○ Capability (professional competence) ○ Ill Health Capability ○ Redundancy (The LAB will have determined that there is a redundancy situation) ○ Some other substantial situation 	

For all disciplinary cases, dismissals and grievances the following delegation model shall apply:		
Posts	Decision Panel	Appeal Panel
Headteacher	Chair of Local Committee, RLT board member and another Local Committee member	3 Local Committee members
Deputy Headteacher and SLT Members including senior support staff, e.g., finance	Chair of Local Committee and two other Local Committee members	At least 1 RLT board member, with the remainder of the panel made up of Local Committee Members
All other school posts	Chair of Local Committee and two other Local Committee members	At least RLT board member, with the remainder of the panel made up of Local Committee Members

OTHER HR FUNCTIONS				
Compromise Agreements	Delegated Authority			Comments
	HT	LGC	RLT	
Compromise agreements up to and including £10,000	✓		✓	Headteacher to agree terms, in consultation with Director of HR, approved by the CEO, Headteacher to sign.
Compromise agreements between £10,000 and £49,999	✓		✓	Headteacher to agree terms, in consultation with Director of HR, approved by the RLT board, Chief Executive to sign.
Compromise agreements more than £50,000			✓	Chief Executive and Board of Trustees to agree terms, in consultation with the Director of HR. Chair of the Board to sign. Approval must be sought from the ESFA/DfE
Signature of Letter of Appointments	Delegated Authority			Comments
	HT	LGC	RLT	
Headteacher			✓	Chief Executive
All other posts	✓			Headteacher
Teachers Pay – Threshold/UPS	✓			Headteacher
Acting up Payments/Additional Payments	Delegated Authority			Comment
	HT	LGC	RLT	
Headteacher		✓	✓	Chief Executive, Board Member and Chair or Vice Chair of Local Committee
Deputy Headteacher		✓	✓	Chief Executive, Chair and Vice-Chair of the Local Committee
All other School Staff	✓			Headteacher

Performance Management	Delegated Authority			Comment
	HT	LGC	RLT	
Headteacher			✓	Chief Executive
Deputy Headteacher	✓			Headteacher
All other school posts	✓			In accordance with the list of appointed reviewers approved by the Headteacher

Changes to Pay and Structures	Delegated Authority			Comment
	HT	LGC	RLT	
School staffing restructures that may result in redundancy or change to existing contractual terms that are not covered in the table below.	✓	✓		Headteacher and then approved by the Local Committee. CEO and Director of HR must be consulted prior to seeking approval.
Re-grading/re-designation/ increase in hours up to £7,500	✓			Headteacher and then reported to the Local Committee. Director of HR must be consulted.
Re-grading/re-designation/ increase in hours between £7,500 and £20,000	✓		✓	Headteacher, approved by the CEO and then reported to the Local Committee and Rowan Learning Trust Finance, Audit and Risk Committee. Director of HR must be consulted.
Re-grading/re-designation/ increase in hours over £20,000	✓		✓	Headteacher and CEO and then approved by the Rowan Learning Trust Finance, Audit and Risk Committee and reported to the Local Committee. Director of HR must be consulted.
Creation of permanent or temporary posts within a School with salary below £20,000	✓			Headteacher then reported to the Local Committee. Trust Director of HR must be consulted.
Creation of permanent or temporary new posts within a school with salary between £20,000 and £55,000	✓		✓	Headteacher, approved by the CEO and then reported to the Local Committee and Rowan Learning Trust Finance, Audit and Risk Committee. Director of HR must be consulted.
Creation of permanent or temporary new posts within a School with a starting salary above £55,000	✓	✓	✓	Director of HR must be consulted. Headteacher and CEO and then approved by the Local Committee.
Revisions to Pay and Conditions (must be made by collective agreement)			✓	RLT Board of Trustees.

	Delegated Authority			Comment
	HT	LGC	RLT	
Authorisation of early retirement applications.	✓		✓	Chief Executive, Headteacher and approved by the Rowan Learning Trust Finance, Audit and Risk Committee and reported to the Local Committee. Director of HR must be consulted.
Authorisation of ill health retirement applications		✓	✓	Director of HR must be consulted. CEO up to the value of £50k and reported to the Local Committee. Over the value of £50k will be approved by the RLT Finance Committee.
Determination of Headteacher's pay range			✓	RLT Board of Trustees
Determination of pay progression of the Headteacher within their pay grade			✓	Automatic pay progression from September 2020 unless there is a capability issue identified through the performance management process. In which case the RLT Board of Trustees.
Determination of pay progression of all teaching staff within their pay grade (including Threshold)			✓	Automatic pay progression from September 2020 unless there is a capability issue identified through the performance management process. In which case the Headteacher will present a recommendation to the CEO.

Any other delegated Authority not described above would need to be referred to the RLT Board of Trustees for a decision

Education

Delegated Duty	Delegated Authority			Comment
	HT	LGC	RLT	
Behaviour and Student Discipline Policy		✓		The Policy must be in accordance with the Trust guidelines on Behaviour and Student Discipline and must be published on the school website in accordance with DfE guidelines.
Fixed Term Exclusions	✓			The Local Committee must be notified of fixed term exclusions on a termly basis.
Permanent Exclusions	✓	✓		Permanent exclusions: The CEO must be notified immediately the decision is taken. If the Local Committee upholds the exclusion and the parent requests an appeal the RLT must be contacted to arrange a buy-back of an Independent Review Panel.
Safeguarding		✓	✓	The Policy must be in accordance with statutory guidance (KCSiE) and the Trust guidelines on Safeguarding and must be published on the school website in accordance with DfE guidelines.
Carrying out disclosure and barring service (DBS) checks	✓		✓	Ensuring delivery of DBS and section 128 checks in line with trust requirements. The board should receive assurance that these checks are delivered by the executive team and school staff.
Complaints Policy			✓	
Curriculum Design	✓			It is a requirement of the School Funding Agreement that a broad and balanced curriculum is provided. The Headteacher will set the curriculum, which must be shared with the Local Committee. Any changes must be agreed with the with the Director of phase prior to sharing with the Local Committee.
Review and Monitor Curriculum Design and implementation		✓		
Provision of Religious Education	✓			It is a requirement of the School Funding Agreement that Religious Education is provided. AP academies are exempt.
Provision of Sex Education	✓			
Provision of Collective Worship	✓			It is a requirement of the School Funding Agreement that Religious Education is provided. AP academies are exempt.

Delegated Duty	Delegated Authority			Comment
	HT	LGC	RLT	
PSHE provision	✓			
CEIAG provision	✓			Schools should place the eight Gatsby Career Benchmarks at the heart of its strategy.
Provision of Free School Meals	✓			
Adoption and Review of home-school agreements	✓			
Format of School Day	✓			Reported to the Local Committee
Length of School Day		✓		Reported to the CEO and Rowan Learning Trust Board
Pattern of school term and school holidays		✓		
Target Setting for Students	✓			Reported to the Local Committee
Maintain school development plan	✓			Presented to the Local Committee and made available to the Executive Team
Maintain school SEF	✓			Presented to the Local Committee and made available to the Executive Team
Issuing Press Statements	✓			Press statements must be approved by the CEO (taking legal advice if appropriate) in advance them being issued.
Forming Federations or Alliances			✓	
Providing school to school support outside the Trust		✓		Headteacher recommendation and CEO approval required
Whistleblowing Policy			✓	
Social Media Policy			✓	
Engaging with parents	✓			The Headteacher should ensure parental engagement takes place. LGCs should discuss with senior leaders.
Delivering support for looked after children	✓			Schools are required to appoint a designated teacher to promote the educational achievement of looked after and certain previously looked after children who are on the school roll.

Delegated Duty	Delegated Authority			Comments
	HT	LGC	RLT	
Delivering Early Years Foundation Stage (EYFS) in line with statutory requirements	✓			The EYFS sets out requirements for both learning and development, and safeguarding and welfare provision for children from birth to five. EYFS policies and procedures should be set in line with the EYFS framework.
Setting and delivering school curriculum and assessment in line with trust approach	✓			Headteachers will generally be responsible for delivering in their school, with oversight and support offered by the executive team.
Production and analysis of data	✓			LGCs must have access to objective, high quality and timely data if it is to ensure and embed robust accountability and know the questions that need to be asked of the executive leaders.
Ensuring compliance with SEND Code of Practice	✓			Legal duties on SEND are set out in the Children and Families Act 2014 and statutory guidance on the SEND code of practice.
Keeping admission and attendance registers	✓			Schools must keep admission and attendance registers in accordance with regulations.