

SCHEME OF DELEGATION

SCHEME OF DELEGATED AUTHORITY - WELLINGTON COLLEGE ACADEMY TRUST					
R	Responsible	Carries out the process or task and/or makes a recommendation			
A	Accountable	Makes the final decision			
C	Consulted	Consulted before a decision or action is taken			
I	Informed	Informed that a decision or action is taken			

	Cluster Local Governing Body/Local Governing Body	Executive Headteacher/ Accounting Officer	Finance, Audit and Resources Committee (including H&S Committee)	Trust Board	Members
Governance					
Changes to Articles of Association	I			R	A
Scheme of Delegation	C	R	C	A	
Appointment & removal of members	I				A & R
Appointment & removal of trustees	I				A & R
Election of Chair/Vice Chair of Trustees	I			A & R	
Appointment of CLGB Governors	C	R		A	
Appointment of Chair of Academy Committee	C			A & R	
Removal of Chair of Academy Committee	I			A & R	
Managing conflicts of interests	I		R	A	
Risk Management			R	A	
Strategic leadership					
Strategic vision, values and objectives of the Trust	C	R	C	A	
Strategic vision, values and objectives of each academy	C	R		A	

Education					
Agree performance targets for each academy	C	R		A	
Monitoring of performance against targets	R	R		A	
Change of age range or PAN	C	R		A	
Change to admissions arrangements	C	R		A	
Change to curriculum	C	R		A	
Change to school day	C	R & A			
Term dates and INSET dates	C	R & A			
Website, prospectus, uniform, marketing & PR	C	R & A			
Finance					
Appoint external auditors					A
Agree internal audit procedures		R	A		
Approve Trust annual accounts	I	R	C	A	I
Approve Trust strategic budget plan		R	A		
Approve academy strategic budget plan	I	R	A		
Approve spending in line with agreed strategic budget plan		R	A		
Staffing					
Appoint Executive Headteachers (including Accounting Officer)	I			A & R	I
Appoint Trust CFO			R & A		
Appoint other members of the Central team	I	A & R	C		
Dismissal, suspension or redundancy of Executive Head Teacher	I		I	A & R	
Appointment of Headteachers	C			A & R	
Performance Management of Headteachers		R		A	
Appointment - DHT/AHT/Senior Headteacher	C	A & R		I	
Appointment & PM - other academy based staff	C	A & R			
Approval of pay uplifts for all staff		R	A		
Dismissal, suspension or redundancy of any staff (other than EHT)		A & R	I		

Restructuring of staff		R	A	C & I	
Staff well-being		A & R			
Determine employment and HR arrangements (terms and conditions)		R	A		
Children & students					
Exclusions - short term		A & R			
Exclusions - permanent		A & R			
Infrastructure					
Long term lease or disposal of assets		R	A	A	
One off lettings		A & R			
Regular lettings (non-exclusive use)		A & R		I	
Structural changes to buildings		R	A	I	
Major capital projects	C	R	A		
ICT support	C	R	A		
ICT infrastructure	C	R	A		
Compliance					
Risk Register - individual academies	C	R	A		
Ensure compliance with all statutory and regulatory requirements		R		A	
Safeguarding		R		A	
Statutory policies	I & C	R		A	

