

Fioretti Trust

Fioretti Trust - Scheme of Delegation

Date of Approval ("Effective Date")	Version Approved	Next Review Date	change
01.10.16	Yes: version 1 FTB11/16	Live document	
31.01.17	Yes: version 2 FTB06/17	Live document	
17.07.18	Yes: version 3 FTB39/18	Live document	
11.06.19	Yes: version 4 FTB32/19	Live document	Added H&S 1.8 & 1.8.1 Updated 6.1 approval for £10K for 3 quotes
04.02.2020	Yes: Version 5 FTB84/19	Live document	Review – no amendments
22.09.2020	Yes: Version 6 FTB07/20-21	Live document	review: 1.6, 13.5
08.12.2020	Version 7 FTB32/20-21	Live document	Review: 6.1 Add 1.9 Chairs Action
21.09.21	Version 8	Live Document	Annual review. No amendment
07/12/21	Version 9	Live Document	Amendment: recruitment of Governors / Trustees 1.2 & 1.3
27/09/22	Version 10	Live Document	Annual Review No amendment
26.09.23	Version 11	Live Document	Annual Review Format changes. No change to content or scheme of delegation.
24.09.24	Version 12	Live document	New: 14.7: Approval of residential visits (ratify risk assessment)
23.09.25	Version 13	Live document	See separate schedule of changes

Adopted by Fioretti Trust Board on: 23rd September 2025

Introduction – Fioretti Trust Scheme of Delegation

The Board of Trustees (BoT) of Fioretti Trust (Trust) is responsible under the Trust's Articles of Association for controlling its management and administration. It has responsibility for directing its affairs, and for ensuring that it is solvent, well-run, and delivering the Trust's charitable objects for the benefit of the public.

- This Scheme of Delegation applies to all academies run by the Trust.
- The Trustees are accountable to external government agencies including the Charity Commission and the Department for Education (including any successor bodies) for the quality of education they provide and they are required to have systems in place through which they can assure themselves of quality, safety and good practice. Under the Trust's Articles of Association the Trustees control the management and administration. It has responsibility for directing its affairs, and for ensuring that it is solvent, well-run, and delivering the Trust's charitable objects for the benefit of the public.
- In order to discharge these responsibilities, the Trustees appoint people who are more locally based to serve on committees (the "Local Governing Bodies") which are established to ensure the good governance of the individual academies. The Local Governing Bodies are committees established by the Trustees and are at all times subject to any directions the Trustees may give.
- This Scheme of Delegation explains the ways in which the Trustees may delegate authority for decision making to the Governors of the Local Governing Bodies, the Chief Executive (if any) and the Headteacher(s).
- It is intended that a Local Governing Body shall be established for each Academy.
- The levels of delegation from the Board of Trustees are as follows:
 - Board of Trustees and any other committee of the trustees
 - Local Governing Bodies
 - Central Team, including the role of Chief Executive Officer (Accounting Officer)
 - Headteacher / Head of School
- This Scheme of Delegation has been put in place by the Trustees from the effective date in accordance with the provisions of the Trust's Articles of Association (the "Articles") and it should be read in conjunction with those Articles. References in this Scheme to numbered Articles are to the relevant clause of the Articles.
- The majority of delegations in the document are in relation to the financial affairs of the Trust and this document should be used in conjunction with the Financial Regulations of the Trust, Financial Procedures of the individual academies and the Academy Trust Handbook.

Conflicts

In the event of any conflict between any provision of this Scheme of Delegation and the Articles, the Articles shall prevail.

Members

Role of Members in Fioretti Trust

Members are the guardians of the Trust's governance and hold key powers under company law and the Trust's Articles of Association. Their role is strategic and oversight-based, ensuring the Trust remains true to its charitable objectives and its Church of England foundation.

Members of a Church of England MAT have additional responsibilities to uphold the Trust's Christian ethos and ensure the continued development of the religious character of its schools. This includes working in partnership with the Diocesan Board of Education and ensuring compliance with the Church Supplemental Agreement.

Key responsibilities of Members include:

- **Appointing and removing trustees** to ensure effective governance and alignment with the Trust's values and mission.
- **Approving the Trust's annual accounts** and **appointing external auditors**, typically at the Annual General Meeting held in February.
- **Amending the Articles of Association**, when necessary, to reflect changes in governance or strategic direction.
- **Safeguarding the Trust's Christian distinctiveness**, ensuring that the ethos and values of the Church of England are embedded across all schools.
- **Acting in the best interests of the Trust**, exercising their powers responsibly and independently from the Board of Trustees.

Members are not involved in the day-to-day operations of the Trust but provide essential oversight and accountability, particularly in maintaining the integrity of the Trust's educational and spiritual mission.

Review of the Scheme of Delegation

This Scheme of Delegation shall operate from the Effective Date.

The Trustees will review this Scheme of Delegation at least annually, with a formal review scheduled as part of the September set-up meeting. However, the Scheme of Delegation is considered a live document and may be reviewed and updated at any time in response to:

- Changes in legislation or regulatory guidance
- Strategic developments within the Trust
- Feedback from schools, Members or the Diocese
- Recommendations from internal or external audits

The Trustees retain absolute discretion to amend any provision of the Scheme to ensure it remains fit for purpose and aligned with Fioretti's mission, governance framework and Church of England foundation.

		Fioretti Schools			
	Area of responsibility	Authority retained by Board of Trustees	Local Governing Body (LGB)	Central Team including CEO (Accounting Officer)	Headteacher/ Head of School
1.	Strategy and Leadership				
1.1	Set strategic objectives of the Trust and academies	✓			
1.2	Appointment of Trustees– Following Safer Recruitment Policy (including ensuring that the Trustees have the skills to run the Trust).	✓			
1.3	Appointment of Governors – Following Safer Recruitment Policy (including ensuring that the Governors have the skills required).		✓ CEO to be consulted & recruitment checks completed		
1.4	Appoint members of any Trust sub-committee	✓			
1.5	Appoint the Governance Professional (GP), Board and LGBs	✓			
1.6	Agree terms of reference for the Board, audit committee, LGBs and Sub-Committees	✓ Trust related TOR	✓ LGB related TOR (template provided by Board)		
1.7	Safeguarding Statement of Intent	✓			
1.8	Health & Safety Statement of Intent	✓			
1.8.1	To prepare a Health & Safety Performance Report on a termly basis		✓		
1.9.1	Chair's Action (Trust Chair or Vice in absence of Chair) is only to be taken where a delay would be likely to be seriously detrimental to the interests of the trust.	✓ see agreed policy Log is to be completed & returned to GP & CEO			

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1.9.2	Chair's Action (LGB Chair or Vice in absence of Chair) is only to be taken where a delay would be likely to be seriously detrimental to the interests of the school & pupils.		✓ Log is to be completed & returned to GP & CEO		
2.	Financial Management / reporting requirements				
2.1	Approve the Trust's Financial Handbook/Regulations and all financial policies	✓			
2.2	Approve the Financial Management System and ensure it is suitable for the needs of the Trust	✓			
3.	Year End accounts				
3.1	Approval of year end consolidated statutory accounts	✓			
3.2	Review of year-end figures from individual academies for inclusion in Trust year end consolidated year end accounts			✓ (Led by CFO)	✓
3.3	Approval of annual report as required by EFA Academies Accounts Direction	✓			
4.	Audit process				
4.1	Receive External Audit Management Letter and findings report	✓			
4.2	Recommend to the BoT the appointment of External and Internal Auditors			✓	
4.3	Appoint External and Internal Auditors	✓			

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5.	Financial Planning				
5.1	Approve individual academy annual Budget	✓			
5.2	Approve the Trust Consolidated annual budget	✓			
5.3	Approve the central funding costs from the individual academies to the Trust	✓			
6.	Approval of Orders and expenditure				
6.1	Limits of approval for expenditure and individual budget virements (subject to a minimum of 3 written quotes being obtained for all purchases and contracts valued over £10,000 other than with the prior authorisation of the Chair of the Trust in respect of purchases and contracts up to £50,000 only)	>£25,001k (schools) >£10,001 (central trust)	£10k - £25k With consultation with CEO/CFO	CEO - Up to £10k for central Trust costs Deputy CEO – in the absence of the CEO up to £10K for central Trust costs COO – up to £5k for central Trust costs	Headteachers - Up to £10k In own academy Deputy – up to £2k
6.2	Authorisation for advertising of tender above the OJEU limit and awarding of such tenders	✓			
6.3	Authorisation of expenses and purchase cards for Headteachers / Head of School			✓	
6.4	Authorisation of expenses for CEO	✓ Chair /Vice Chair			

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6.5	Authorisation of expenses and purchase cards for all staff other than Headteachers or Equivalent			✓ For central team staff	✓
7.	Provision of goods and services				
7.1	Approve procurement policy	✓			
8.	Receipts of Gifts and Hospitality				
8.1	Approval of Gifts and Hospitality policy for the Trust	✓			
9.	Income				
9.1	Approve central charge for the academic year for central services	✓			
9.2	Review and approve a Charging and Remissions policy for the Trust	✓			
9.3	Set controls for recording and collection of monies due and for the movement of banking monies for all accounts under the control of the Trust	✓ Trust wide policy			
9.4	Act as signatory to grant claims			✓	✓
10.	Bank Accounts				
10.1	Approve bank reconciliations on monthly basis			✓ Central bank rec for all accounts	
10.2	Approve issue of charge cards			✓	

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10.3	Approve BACS payments and other bank transfers			✓ CEO, COO and CFO	✓
11.	Debt Management				
11.1	Review debt at each LGB meeting Write off bad debts in line with the regulations set by the Academies Financial Handbook	Over £500	Up to £500 in own academy		
12.	Assets				
12.1	Approval of capitalisation limits and depreciation policy for the Trust	✓			
12.2	Disposal of land and buildings	✓ (only with EFA and Diocese approval)			
13.	HR				
13.1	Approval of all staff, pay and recruitment policies across the Trust and agree general terms and conditions for all staff (via report to BoT)	✓			
13.2	Approve changes to template contracts of employment	✓ (with CEO recommendations)			
13.3	Appointment of CEO	✓			
13.4	Appointment of Headteacher/ Head of School or equivalent to individual academies	✓	Invitation to be part of process	✓	

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13.5	Appointment of Deputy/ Assistant Headteachers or equivalent to individual academies		✓	✓	✓
13.6	Approval of appointment of Trust central staff	✓		✓	
13.7	Approval of staffing structure for Trust and school	✓		✓	HT to recommend staffing structure to Central Team
13.8	Appointment of staff on fixed term contract			✓	✓
13.9	Appointment of academy staff into a vacancy of an existing post (following safer recruitment policy)		To include at least one LGB on panel		✓
13.10	Setting of Trust salary scales for all staff	✓			
13.11	Approval of pay progression for Headteachers based on recommendation from the local Governing Bodies (and External reviewer if appropriate)	✓		CEO makes recommendations to Trust Pay Committee	
13.12	Approval of pay rises: 1. cost of living 2. time served	✓ 1.		✓ 2.	
13.13	Dismissal of member of staff – no award of severance or compromise agreement.	Report to		✓	
13.14	Dismissal of member of staff on grounds of capability	Report to		✓	

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13.15	Dismissal of member of staff - award of any severance or compromise payment as a result of a proposed dismissal	✓			
13.16	Appraisals of Headteachers/ Head of Schools		✓ (chair, in conjunction with CEO/Deputy CEO)	✓	
13.17	Appraisal of CEO	✓ (with external advisor)			
13.18	Appraisals of Deputy/ Assistant Headteachers or equivalent				✓
13.19	Appraisals of Central staff team	✓ (CEO, Deputy CEO, CFO & COO)		✓	
13.20	Appraisals of all other staff				✓
13.21	Consultation with Trade Unions re policy changes			✓ (led by COO)	✓
13.22	Appointment of a payroll provider for the Trust	✓			
13.23	Authorisation of leave of absence - CEO	✓			
13.24	Authorisation of leave of absence - Headteachers		✓ (notify chair)	✓ (line manager from Central Team)	
13.25	Authorisation of leave of absence (excl Headteachers)				✓
13.26	Authorisation of leave of absence for central staff			✓ (line manager to approve)	

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	Area of responsibility	Authority retained by Board of Trustees	Local Governing Body (LGB)	Central Team including CEO (Accounting Officer)	Headteacher/ Head of School
13.27	Approve changes to standing data held by the payroll provider			✓	✓
14.	Education				
14.1	Approve the Trust development and improvement plan annually	✓			
14.2	Approve academy school improvement / development plan	Report to Ethos and Achievement Committee	✓ (in respect of own academy)		
14.3	Set and approve admissions policy	✓			
14.3.1	Admission Consultation	Report and final approval from LGB	✓ (in respect of own academy)	Liaise with LGB and Diocese. Ensure compliance with process.	
14.4	In-year admissions		✓		✓
14.5	Approve student statutory and non-statutory policies (refer to policy schedule)		✓ (in respect of own academy)		
14.6	Approve the length of the school day, term times, training days	✓			
14.7	Suspensions and exclusions		HT must notify Chair of Govs	HT must notify CEO and details to be logged & held by central team	✓
14.8	Approval of residential visits (ratify risk assessment)	✓ Any residential overseas	✓ Any residential in the UK		HT to oversee completion of risk assessment

End of scheme of delegation.

