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.

Adopted by Fioretti Trust Board on: 26th September 2023

Signed: **Chair of Fioretti Trust Board**

Fioretti Trust: V11 Scheme of Delegation. Ratified by Trust Board 260923

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:

  - Local Governing Bodies and any other committee of the Board of Trustees

  - Chief Executive Officer

  - Headteacher

➢ Certain decisions and actions in respect of the Trust and the academies are reserved to the Trustees. In general terms, responsibility for the strategy, management and operations for each academy will be delegated to a Local Governing Body.

➢ 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 Academies Financial Handbook.

The term **'non supported academies'** applies to all schools within the Trust which are classified by Ofsted as 'Outstanding' or 'Good'.

'Supported academies' applies to those academies within the Trust which are classified by Ofsted as 'Requires Improvement' or 'Inadequate'.

Conflicts

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

Annual review

➢ This Scheme of Delegation shall operate from the Effective Date.

➢ The Trustees will review this Scheme of Delegation at least on an annual basis and shall have absolute discretion to alter any provision of it.

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		Fioretti Schools			
	Area of responsibility	Authority retained by Board of Trustees	Local Governing Body (LGB)	CEO Executive Headteacher (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 Clerk – Board and LGBs	✓			
1.6	Agree terms of reference for the Board, audit committee, LGBs and Sub-Committees	✓ Trust related TOR	✓ LGB related TOR		
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 clerk & 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 clerk & 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		✓	✓	✓
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	✓			

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	£10k - £25k With consultation with CEO	Up to £10k for central Trust costs	Up to £10k In own academy
6.2	Authorisation for advertising of tender above the OJEU limit and awarding of such tenders	✓			
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		✓		
9.4	Write off bad debts in line with the regulations set by the Academies Financial Handbook	Over £500	Up to £500 in own academy		
9.5	Act as signatory to grant claims			✓	✓
10.	**Bank Accounts**				
10.1	Approve bank reconciliations on monthly basis			✓	✓
10.2	Approve issue of charge cards		✓		
10.3	Approve BACS payments and other bank transfers			✓	✓
11.	**Petty Cash**				
11.1	Approve amount of Petty cash to be held at each site, if approved by BoT		✓	✓	✓
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 a report to BoT)	✓			

13.2	Approve changes to template contracts of employment	✓ (with HT recommendations)			
13.3	Appointment of CEO	✓			
13.4	Appointment of Headteacher/ Head of School or equivalent to individual academies	✓		✓	
13.5	Appointment of Deputy/ Assistant Headteachers or equivalent to individual academies		✓	✓	✓
13.6	Approval of appointment of Trust centre staff	✓			
13.7	Approval of staffing structure for each academy		✓		
13.8	Appointment of staff into new roles within the academy (outside of agreed structure)		✓		
13.9	Appointment of academy staff into a vacancy of an existing post			✓	✓
13.10	Setting of Trust salary scales for all staff 1. overall salary scales 2. operational (linked to performance and appraisal)	1.✓	2.✓		
13.11	Approval of pay progression for Headteachers based on recommendation from the local Governing Bodies and External reviewer	✓			
13.12	Approval of pay rises and promotions within an individual academy for teaching/non-teaching staff (based on Headteacher recommendation, agreed by LGB and reported to Board)		✓		

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	✓		
13.15	Dismissal of member of staff - award of any severance or compromise payment as a result of a proposed dismissal	✓			
13.16	Review of Trust staffing levels/structure annually	✓			
13.17	Conduct appraisals of Headteachers/ Head of Schools		✓ (of own academy, in conjunction with CEO)	✓	
13.18	Conduct appraisal of CEO / Executive Headteacher	✓			
13.19	Conduct appraisals of Deputy/ Assistant Headteachers or equivalent, subject to feeding back to CEO				✓
13.20	Conduct appraisals of all other staff and feedback to CEO				✓
13.21	Authorisation of expenses for Headteachers / Head of School		✓ Chair	✓	
13.22	Authorisation of expenses for CEO	✓ Chair			
13.23	Consultation with Trade Unions re policy changes			✓	✓
13.24	Authorisation of expenses for all staff other than Headteachers or equivalent			✓ for centre staff	✓
13.25	Appointment of a payroll provider for the Trust	✓			
13.26	Authorisation of leave of absence - CEO	✓			
13.27	Authorisation of leave of absence - Headteachers		✓	✓	

Ref					
13.28	Authorisation of leave of absence (excl Headteachers)		✓		✓
13.29	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		✓ (in respect of own academy)		
14.3	Set and approve admissions policy	✓			
14.4	Approve student policies (including attendance, exclusions, punctuality and disciplinary policies)		✓ (in respect of own academy)		
14.5	Approve the length of the school day, term times, training days	✓			
14.6	Approval of other Academy Policies		✓		

End of scheme of delegation