

Triumph Learning Trust - Scheme of Delegated Authority



Last Review: March 2025

COLUMN MARKED 'D': Decision Maker: Ultimately accountable and responsible for ensuring action is taken and the outcomes of the actions.

COLUMN MARKED 'I': Kept Informed: It is important this party is kept informed of action by the Decision Maker.

COLUMN MARKED 'A': Advisor: Provides research, advice and support to the Decision Maker

COLUMN MARKED 'CC': Compulsory Consultation: Decision Maker must consult with this party before a decision is made

COLUMN MARKED 'R': Recommender: Encouraged to provide recommendations for actions to anyone involved in the activity.

COLUMN MARKED 'OC': Optional Consultation: Decision Maker is recommended to consult with this party before a decision is made.

PCAB has standing invitation to make recommendations to Trustees at any time.

Key Function	Number	Task	Member	Board	Board Committee	CEO	Executive Leadership Team	LAB	Headteacher
A Governance	A1	Members: Appoint/Remove	D						
	A2	Trustees/Directors: Appoint/Remove	D						
	A3	Trustees: Co-opt trustees		D					
	A4	Co-opt trustees from other Trusts onto panels		D					
	A5	Appoint the Chair and Vice Chair of the Board		D					
	A6	Board Committee Chairs: appoint/remove		D					
	A7	Local Accountability Boards (LABs): appoint/remove		D		A			I
	A8	Clerk to Board: appoint and remove		D		A			
	A9	Clerk to Local Accountability Boards (LABs): appoint and remove				D		I	
	A10	Articles of Association: amend, agree, review	D	A		A			
	A11	Approve changes to the Governance structure, Terms of Reference or Funding Agreement	I	D	I	A	A	I	
	A12	Approve changes to the Scheme of Delegated Authority		D	I	A		I	I
	A13	Terms of reference for Trust committees: agree annually		D		A	A		
	A14	Terms of reference for Local Accountability Boards (LABs) agree annually		D	CC	A		CC	A
	A15	Trust Board skills audit: complete and recruit to fill gaps		D		A			
	A16	Local Accountability Boards (LABs) skills audit: complete and recruit to fill gaps				A		D	D
	A17	Annual self-review Trust Board and committee performance: complete annually		D	A	A			
	A18	Annually self-review of Local Governance performance: complete annually			D	I			A
	A19	Annual schedule of business for Trust Board: agree		D		A			
	A20	Annual schedule of business for Local Accountability Boards (LABs) agree		I	D			D	A
	A21	Annual register of trustees and Local Accountability Boards (LABs) members' pecuniary interests: establish and publish		D	D	A		D	A
	A22	Approve Trustees and Governance Expenses Policy		D	CC			I	
	A23	Appoint a Chief Executive Officer		D			I		I
	A24	Appoint Internal Auditors		D	A		A		
	A25	Appoint External Auditors	D	D		A	A		
	A26	Annual report and accounts, signed statement on regularity, propriety and compliance, incorporating governance statement: submit	I	D	A	D			
	A27	Determine the vision, values and strategic direction of the Trust	I	D		CC	CC	I	CC
	A28	Determine the vision, values and mission statement of schools (must align with the vision and ethos of the Trust)			I	CC		CC	D
	A29	Determine and approve Trust wide policies reflecting Trust ethos and values including all statutory policies, admissions, employment policies		D	R	A	A		OC
	A30	Determine and approve Trust wide policies reflecting Trust ethos and values including all non-statutory policies, admissions, employment policies			R	D	D		D
	A31	Approve school level policies that reflect the school's ethos (in line with Trust ethos) including Curriculum, teaching and learning		I	D	CC		OC	R
	A32	Ensure appropriate curriculum taught to all pupils, consider any dissapplication, including a policy on sex and relationship education		I	D	A		A	D

	A33	To approve any offsite visits and activities for up to 1 day			I	I		D	D
	A34	To approval offsite residential visits and activities for more than 1 day, or any activitiy which involves a hazardous persuit or journey by air or sea.		D		D		I	D
	A35	Central spend/ management charge: agree		D	I	A	A		
	A36	Management of risk; establish register, review and monitor		D	A	A	A		
	A37	School based risk management and reporting to Audit Committee according to Trust Risk management policy			A	A	A		D
	A38	Determine Trust's vision and strategy, agreeing KPIs		D	OC	A		OC	
	A39	Determine school vision and strategy within Trust's ethos and values, agreeing KPIs		D	R	A	OC	R	A
	A40	Trust's staffing structure: agree		OC		D	R		CC
	A41	School staffing structure: agree			R	D	R		R
	A42	Manage Freedom of Information and SAR requests for schools and Trust				D	D		A
	A43	In the event of a pandemic (such as COVID- 19), approve School Risk Assessments for re- opening and major changes referred to Board by CEO		D		A			A
	A44	In the event of a pandemic (such as COVID- 19), monitor regularly and approve minor changes to School Risk Assessments, providing reports for trustees.		I		D			A
B: Finance	B1	Appoint Trust Shared Services Team e.g. CFO		A		D	OC		OC
	B2	Approve Trust and schools budget plans for financial year		D	A	A	A		
	B3	Recommend school budget plan for financial year to Board for approval			D	A	A	R	A
	B4	Approve an overall deficit budget at school and Trust level			D	A	A		
	B5	Approve revised in-year school budget changes			D				
	B6	CEO pay award: agree		D					
	B7	Headteacher pay award: agree		D		A			
	B8	Monitor and agree school staff appraisal and pay progression:			D	CC	R		R
	B9	Monitor Trust Budget monthly		D (Chair)	A	D	D		
	B10	Monitor agreed school budget monthly			I	I	A		D
	B11	Monitor Trust and school budgets at every Board meeting		D	A	A	A		
	B12	Monitor top-line school budgets meetings 3 x per year				I	D		A
	B13	Identify and agree Trust and School Contracts including centrally procured services		I		D	D		A
	B14	Enter into (single transaction) contracts, ordering goods and services up to £5,000				OC	D		D
	B15	Enter into contracts, ordering goods and services between £5,001 and £10,000				CC	A / D		A / D
	B16	Enter into contracts, ordering goods and services between £10,001 and £40,000		OC	OC	D	A		
	B17	Enter into contracts, ordering goods and services over £40,001		OC	D	CC			
	B18	Agree school virements up to £5,000 across agreed budget headings and within agreed budget					D		A
	B19	Agree school and trust virements between £5,001 to £10,000 across agreed budget headings and within agreed budget				A	D		A
	B20	Agree school and Trust virements between £10,001 and £40,000 across agreed budget headings and within agreed budget				D	A		A
	B21	Agree movement over £40,001 across agreed budget headings and within agreed budget			D	A	A		
	B22	Disposal of assets up to £1,000			I		D		
	B23	Disposal of assets from £1,001 to £5,000			I	A	D		
	B24	Disposal of assets over £5,000		I	D	D	CC		
	B25	Write-off of bad debts up to £1,000			I		D		A
	B26	Write-off of bad debts above £1,001- £45,000 (then ESFA)		I	D	CC	A		
	B27	Invest surplus funds in line with the investment policy			I	CC	D		
	B28	Approve financial and procurement policies			D	A	A		
	C1	Approval of school staffing structure annually				D	CC		A
	C2	Approval of Trust staffing structure annually				D	OC		OC
	C3	School Headteacher appointments			CC	D	OC	OC	
	C4	Appoint school Deputy Headteacher & senior appointments			OC	CC		OC	D
	C5	Participate in the Deputy Headteacher & senior school appointments			OC	CC	OC	OC	D
	C6	Replace existing or new appointments of Teaching and Support staff within the agreed budget				OC	A		D

C: Staffing	C7	Replace existing or new appointments of Teaching and Support staff outside of the agreed budget				D	A		A
	C8	Appointment of 'Shared Services' Staff within agreed budget		A		D	A		
	C9	Approve changes to and appoint 'Shared Services team' outside the agreed budget		D		A			
	C10	Performance review of Chief Executive Officer		D			OC		OC
	C11	Suspend the Chief Executive Officer		D			CC		
	C12	End the suspension of the Chief Executive Officer		D			CC		
	C13	Dismiss the Chief Executive Officer		D			CC		
	C14	Performance review of school Headteachers			CC (Chair)	D		CC	
	C15	Suspend a School Headteacher		A	I	D	CC	CC	
	C16	End the suspension of a school Headteacher		A	I	D	CC	CC	
	C17	Dismiss a school Headteacher		D	I	A	CC	CC	
	C18	Performance review of Executive Leadership team and Shared Services Team		A	A	D			
	C19	Suspension of shared services team staff		OC		D	CC		
	C20	Ending suspension of shared services team staff		OC		D	CC		
	C21	Dismissal of executive team staff		CC		D	CC		
	C22	Performance review of all school staff below (but not including) Headteacher				OC	OC		D
	C23	Suspension all school staff below (but not including) Headteacher			I	A	CC		D
	C24	Ending suspension of all school staff below (but not including) Headteacher			I	I	CC		D
	C25	Dismissal of all school staff below (but not including) Headteacher			I	A	CC		D
	C26	Dismissal payments / early retirement		D	A	A	CC		A
	C27	Approve Trust Professional Growth Strategy			A	D	D		D
	C28	Approve Trust Early Career Framework Strategy			A	D			CC
D: Strategic Planning	D1	Approve Trust Strategic Plan		D		A	OC		OC
	D2	Review progress against Trust Strategic Plan			D	A	OC		OC
	D3	Monitor and QA production of School SEF		I		D		D	D
	D4	Approve School Improvement Plan				D		R	D
	D5	Monitor School Improvement Plan (and monitor against Trust Strategic Plan)			A	D		D	A
	D6	Appoint Trust School Improvement Advisors		A		D			
	D7	Commission External School Improvement Quality of Education Reviews			A	D			
E: Discipline / Exclusions	E1	Approve pupil behaviour policies		D	R	A		CC	A
	E2	Monitor implementation of pupil behaviour policies			D	CC		CC	A
	E3	Provide internal/external exclusion data and related actions report to Trust Board termly				D			A
	E4	Suspend a pupil for up to 15 days				OC			D
	E5	Suspend or Exclude a pupil more than 15 days or permanently				CC			D
	E6	Permanent Exclusion Panel and reinstatement of excluded pupils			I	CC		D	A
	E7	Review Permanent Exclusion following an appeal (Independent Review Panel)		D		A			
F: Admissions	F1	Consult on an Admissions Policy			CC	D		CC	A
	F2	Agree Admissions Policy		D		A			A
	F3	Agree and change school PAN		D	CC	A			A
	F4	Admissions: application decisions		D	D	A			A
	F5	Approve admissions appeals policy and procedure		D		A			A
	F6	Attend Admission Appeals				OC			D
	F7	Approve Admissions Prospectus for schools and sixth form			CC	D		OC	A
G: Premises & Insurance	G1	Develop and approve overarching Trust Premises and Capital Strategy including community use plans and provision of appropriate Buildings insurance through RPA		D	R	D	D		I
	G2	Strategic oversight of community use plans /accountability for rental of premises plan			I	A	D		A
	G3	Ensuring specialist insurance is in place for activities outside of RPA cover e.g. vehicles			A	A	A		D
	G4	Setting School Maintenance Strategies for all facilities			I	A	D		I
	G5	Implementation of School Maintenance Strategy and Action Plans monthly			A	A	CC		D
H: Health &	H1	Develop Trust Health & Safety Policy for implementation in all Trust schools				A	D		D
	H2	Approve Trust Health & Safety Policy and school monitoring audit		D	R	A			
	H3	Monitor implementation of School H&S Audit and Action Plans and report termly			I	I	D		A

Safety	H4	Implementation of School H&S Audit and Action Plans monthly				I	CC		D
	H5	In the event of a pandemic, monitor facilities maintenance and health and safety plans according to government and building industry guidance		I		I	D		CC
I: School Organisation and Curriculum	I1	Approve and review school Business Continuity Plan (including during closure due to pandemic)		D	A	A	A		A
	I2	Approve times of school day and dates of school terms and holidays			CC	D		CC	A
	I3	Ensure that school meets an agreed minimum number of sessions in a school year				D			A
	I4	Ensure appropriate curriculum taught to all pupils and to consider any disapplication for pupil (s)				D			D
	I5	To agree or reject curriculum policy and monitor its effectiveness			I	D			CC
	I6	To approve and implement a Policy on Sex and Relationships Education, SEND provision and RE		D	CC			I	A
	I7	To review and agree and monitor all Trust policies to ensure they are inclusive, promote equality and are not discriminatory.		I	I	D			
	I8	Approve unplanned school closure for emergency/snow etc			CC			OC	D
	I9	Ensure that school lunch nutritional standards are met			OC			OC	D
	I10	Ensure provision of free school meals to those pupils meeting the criteria		D	CC			CC	A
	I11	Ensure the provision of Universal Free School Meals offering to Infant age pupils		D					
J: Extended Schools	J1	Decide to offer additional activities and what form these should take		D		D			
	J2	Monitoring of Extended Services		D				CC	A
	J3	Cease providing extended school provision		I		I	A		D
K: Matters of Ethos	K1	To determine what constitutes a matter of ethos and scope for consultation						D	D
	K2	Approve changes to school organisational structure/delivery from original offer		D					
	K3	Approve changes to school uniform including price and supplier		D		A			A
L: Safeguarding	L1	Complete, maintain and review school Single Central Record		I	CC	D		CC	A
	L2	Appoint safeguarding link person in Local Accountability Board		D		A			A
	L3	Appoint Trust Safeguarding Trustee		D					
	L4	Annual approval of school safeguarding policies and annual review		D		A		CC	A
	L5	Commission annual review of school safeguarding		I	CC	D		CC	A
	L6	In the event of a pandemic (such as COVID- 19) , approve Child Protection and Safeguarding Policy appendices		D					A

