

HARLOW INSPIRATIONAL LEARNING TRUST (HILT) - Scheme of Delegation – Adopted November 2015 –Updated May 2025

1.	GOVERNANCE	NOTES	TRUST BOARD	FINANCE/AUDIT & STRATEGY	LOCAL GOVERNING BODY	CHIEF EXECUTIVE OFFICER/EXECUTIVE HEADTEACHER	SENIOR MANAGEMENT TEAM	HEADTEACHER
1.1.	Approve Trust Articles of Association	Members Only	Recommend					
1.2.	Approve Trust Board Terms of Reference		Approve					
1.3.	Approve Trust Scheme of Delegation		Approve	Propose	Propose	Propose		
1.4.	Approve new convertor or sponsored academies joining MAT		Approve			Recommend		
1.5.	Establish Trust Committees		Approve	Propose	Propose	Propose		
1.6.	Approve Trust Committee Terms of Reference		Approve	Propose		Propose		
1.7.	Approve Local Governing Body (LGB) Terms of Reference		Approve		Propose	Propose		
1.8.	Establish LGB Sub-committees				Approve			Propose
1.9.	Appoint Trustees	Members	Recommend					
	Appoint Chair of Trust Board		Approve					
1.10	Appoint Chair & Vice-Chair of LGB		Approve		Recommend			
1.11	Remove Chair & Vice-Chair of LGB	In exceptional Circumstances	Approve					
1.12	Appoint LGB Members		Approve		Propose			
1.13	Remove LGB Members	In exceptional Circumstances	Approve		Propose			
1.14	Appoint (and remove) Chair(s) of Trust Committees	In exceptional Circumstances	Approve					
1.15	Appoint (and remove) Trust Committee Members		Approve	Propose				
1.16	Appoint (and remove) Clerk to Trust Board		Approve			Propose		

1cont	GOVERNANCE	NOTES	TRUST BOARD	FINANCE/AUDIT & STRATEGY	LOCAL GOVERNING BODY	CHIEF EXECUTIVE OFFICER/EXECUTIVE HEADTEACHER	SENIOR MANAGEMENT TEAM	HEADTEACHER
1.17.	Appoint and Remove Governance Professional to Local Governing Body		Approve			Propose		
1.18.	Appoint Accounting Officer		Approve					
1.19.	Trust Governance Calendar		Approve			Recommend		
1.20.	Trust/Academy Policy List		Approve			Recommend		
1.21.	Approve Directors Expenses Policy		Approve					

2.	TRUST & ACADEMY PERFORMANCE CURRICULUM & TEACHING	NOTES	TRUST BOARD	FINANCE/AUDIT & STRATEGY	LOCAL GOVERNING BODY	CHIEF EXECUTIVE OFFICER/EXECUTIVE HEADTEACHER	SENIOR MANAGEMENT TEAM	HEADTEACHER
2.1.	Trust Strategic Plan		Approve/ Monitor			Recommend	Consulted	
2.2.	Trust 1 Year Plan		Approve/ Monitor			Recommend	Consulted	
2.3.	Academic Performance Targets		Approve/ Monitor		Recommend/ Monitor	Propose	Consulted	Develop
2.4.	Academy Performance Review		Approve		Recommend	Propose	Consulted	Develop
2.5.	School Development Plans				Approve/ Monitor	Propose	Consulted	Develop
2.7.	Teaching & Learning & Curriculum Policy	Trust Policy	Approve			Recommend	Consulted	

2cont	TRUST & ACADEMY PERFORMANCE CURRICULUM & TEACHING	NOTES	TRUST BOARD	FINANCE/AUDIT & STRATEGY	LOCAL GOVERNING BODY	CHIEF EXECUTIVE OFFICER/EXECUTIVE HEADTEACHER	SENIOR MANAGEMENT TEAM	HEADTEACHER
2.9.	Sex Education Policy	Trust Policy	Approve			Recommend	Consulted	
2.10.	Religious Education Policy	Trust Policy	Approve			Recommend	Consulted	
2.11.	SEN & Inclusion Policy	Trust Policy	Approve			Recommend	Consulted	
2.14.	Trust Inset Days		Approve		Consult	Recommend	Consulted	
2.15	Individual School and staff Development Plan		Approve		Recommend	Recommend	Consulted	Recommend

3.	STAFF POLICIES AND PAY	NOTES	TRUST BOARD	FINANCE/AUDIT & STRATEGY	LOCAL GOVERNING BODY	CHIEF EXECUTIVE OFFICER/EXECUTIVE HEADTEACHER	SENIOR MANAGEMENT TEAM	HEADTEACHER
3.1.	Staff Pay & Remuneration Policy	Trust Policy	Approve		Monitor	Recommend	Consulted	
3.2.	Job Role Salary and Grading Policy	Trust Policy	Approve		Monitor	Recommend	Consulted	
3.3.	Performance Management Policy	Trust Policy	Approve		Monitor	Recommend	Consulted	
3.4.	Disciplinary Policy	Trust Policy	Approve		Monitor	Recommend	Consulted	
3.5.	Grievance Policy	Trust Policy	Approve		Monitor	Recommend	Consulted	
3.6.	Capability Policy	Trust Policy	Approve		Monitor	Recommend	Consulted	

3cont	STAFF POLICIES AND PAY	NOTES	TRUST BOARD	FINANCE/AUDIT & STRATEGY	LOCAL GOVERNING BODY	CHIEF EXECUTIVE OFFICER/EXECUTIVE HEADTEACHER	SENIOR MANAGEMENT TEAM	HEADTEACHER
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3.7.	Whistleblowing Policy	Trust Policy	Approve		Monitor	Recommend	Consulted	
3.8.	Re-Structuring & Redundancy Policy	Trust Policy	Approve		Monitor	Recommend	Consulted	
3.9.	Recruitment Policy	Trust Policy	Approve		Monitor	Recommend	Consulted	
3.10	Employee Health & Safety Policy	Trust Policy	Approve		Monitor	Recommend	Consulted	
3.11	Employee Terms & Condition Changes		Approve	Consult		Recommend	Consulted	
3.12	Terms & Conditions for New Academies		Approve	Consult		Recommend	Consulted	
3.13	Headteacher Annual Pay Award		Approve		Consult	Recommend		
3.14	Teachers Annual Pay Award		Approve	Recommend		Propose	Consulted	
3.15	Support Staff Annual Pay Award		Approve	Recommend		Propose	Consulted	
3.16	Individual Performance Pay Awards	As per policy				Approve	Consulted	Propose
3.17	General Data Protection Regulations		Approve	Recommend	Consult	Consulted	Consulted	

4.	STAFF MANAGEMENT	NOTES	TRUST BOARD	FINANCE/AUDIT & STRATEGY	LOCAL GOVERNING BODY	CHIEF EXECUTIVE OFFICER/EXECUTIVE HEADTEACHER	SENIOR MANAGEMENT TEAM	HEADTEACHER
4.1.	CEO/Exec Headteacher Appointment		Approve					
4.2.	Trust Staff Structure & Complement		Approve			Recommend		
4.3.	Academy Staff Structure & Structure				Approve	Recommend	Consulted	Propose
4.4.	Headteacher Appointment	Trust Policy	Approve		Recommend	Consulted		
4.5.	Senior Leadership Appointments				Consult	Approve		Propose
4.6.	Teaching and support staff appointments					Consult		Approve
4.7.	Suspension of CEO/Exec Headteacher	As per policy	Approve					
4.8.	Return of CEO/Exec Headteacher after suspension	As per policy	Approve					
4.9.	Dismissal of CEO/Exec Headteacher	As per policy	Approve					
4.10	Suspension of Headteacher	As per policy	Approve		Recommend	Recommend		
4.11	Return of Headteacher after suspension	As per policy	Approve		Recommend	Recommend		
4.12	Dismissal of Headteacher	As per policy	Approve		Recommend	Recommend		
4.13	Suspension of teaching and support staff	As per policy				Approve		Recommend
4.14	Return of teaching and support staff after suspension	As per policy			Approve	Recommend		Propose
4.15	Dismissal of teaching and support staff	As per policy	Approve		Recommend	Recommend		Propose
4.16	Redundancy of staff	As per policy	Approve		Recommend	Propose	Consulted	Develop

4cont	STAFF MANAGEMENT	NOTES	TRUST BOARD	FINANCE/AUDIT & STRATEGY	LOCAL GOVERNING BODY	CHIEF EXECUTIVE OFFICER/EXECUTIVE HEADTEACHER	SENIOR MANAGEMENT TEAM	HEADTEACHER
4.17	Re-structuring of Staff	As per policy	Approve		Recommend	Propose	Consulted	Develop

5.	FINANCIAL GOVERNANCE AND MANAGEMENT	NOTES	TRUST BOARD	FINANCE/AUDIT & STRATEGY	LOCAL GOVERNING BODY	CHIEF EXECUTIVE OFFICER/EXECUTIVE HEADTEACHER	SENIOR MANAGEMENT TEAM	HEADTEACHER
5.1.	Trust & Academy Financial Regulations	Trust Policy	Approve	Recommend	Monitor	Propose		
5.2.	Trust & Academy Financial Procedures	Trust Policy in line with Academies Handbook	Approve	Recommend	Monitor	Propose		
5.3.	Appoint Trust Auditors		Approve	Recommend				
5.4.	Trust 3 Year Budget Plan		Approve	Recommend		Propose		
5.5.	Trust 1 Year Budget Plan		Approve	Recommend		Propose		
5.6.	Trust Budget Reports		Approve/ Monitor	Recommend/ Monitor		Propose		
5.7.	Trust Interim Year End Accounts		Approve	Recommend		Propose		
5.8.	Trust Annual Accounts		Approve	Recommend				
5.9.	Trustees Report		Approve	Recommend				
5.10	Trust Academies Accounts Return to DfE		Approve	Approve				
5.11	Response to Auditor's Management Letter		Approve	Recommend				

5.12	Academy 3 Year Budget Plan		Approve	Recommend				
5.13	Academy 1 Year Budget Plan		Approve/ Monitor	Recommend/ Monitor		Develop 2		Develop 1
5cont	FINANCIAL GOVERNANCE AND MANAGEMENT	NOTES	TRUST BOARD	FINANCE/AUDIT & STRATEGY	LOCAL GOVERNING BODY	CHIEF EXECUTIVE OFFICER/EXECUTIVE HEADTEACHER	SENIOR MANAGEMENT TEAM	HEADTEACHER
5.14.	Academy Budget Reports		Approve	Monitor/ Recommend		Propose		Develop
5.15.	Academy Interim Year End Accounts		Approve	Recommend		Develop 2		Develop 1
5.16.	Academy Accounts Return to DfE		Approve	Recommend		Recommend		

6.	FINANCIAL AUTHORISATION	NOTES	TRUST BOARD	FINANCE/AUDIT & STRATEGY	LOCAL GOVERNING BODY	CHIEF EXECUTIVE OFFICER/EXECUTIVE HEADTEACHER	SENIOR MANAGEMENT TEAM	HEADTEACHER
6.1.	Expenditure or contracts up to Lower Limit	Finance Regs	Approve					Authorise
6.2.	Expenditure or contracts from Lower Limit to Upper Limit	Trust Policy	Approve			Approve		Recommend
6.3.	Expenditure or contracts from Upper Limit to FTS (Find a Tender Service) Limit	Trust Policy		Approve		Recommend		Propose
6.4.	Expenditure over FTS Limit	Trust Policy	Approve	Recommend		Propose		
6.5.	Compensation Payments up to £50,000	Trust Policy	Approve	Consulted		Recommend		

7.	ACADEMY POLICIES AND PROCEDURES	NOTES	TRUST BOARD	FINANCE/AUDIT & STRATEGY	LOCAL GOVERNING BODY	CHIEF EXECUTIVE OFFICER/EXECUTIVE HEADTEACHER	SENIOR MANAGEMENT TEAM	HEADTEACHER
7.1.	Academy times, terms and holidays		Approve			Recommended	Consulted	
7.2.	Change of Academy Age Range		Approve			Propose	Consulted	Developed
7.3.	Expansion of Academy PAN		Approve		Recommend	Propose	Consulted	Developed
7.4.	Expansion of Academy Provision		Approve			Propose	Consulted	Developed
7.5.	Extended Services on site		Approve	Recommend	Recommend	Propose	Consulted	Developed
7.6.	Child Welfare and Safeguarding Policy		Approve	Recommend		Recommend	Consulted	
7.7.	Attendance Policy	Trust Policy	Approve	Recommend		Recommend	Consulted	
7.8.	Attendance Plan		Approve	Recommend	Approve/ Monitor	Recommend	Consulted	Propose
7.9.	Pupil Premium Policy	Trust Policy	Approve			Recommend	Consulted	
7.10	Pupil Premium Plan		Approve	Recommend		Recommend	Consulted	Propose
7.11	Academy Trips Policy	Trust Policy	Approve			Recommend	Consulted	
7.12	Pupil Behaviour & Exclusions and Policy and Plan	Trust Policy	Approve			Recommend	Consulted	
7.14	Suspensions	As per Policy						Approve

7.15	Return after suspension	As per Policy						Approve
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7cont	ACADEMY POLICIES AND PROCEDURES	NOTES	TRUST BOARD	FINANCE/AUDIT & STRATEGY	LOCAL GOVERNING BODY	CHIEF EXECUTIVE OFFICER/EXECUTIVE HEADTEACHER	SENIOR MANAGEMENT TEAM	HEADTEACHER
7.16.	Permanent Exclusions	As per Policy	Approved		Recommended	Proposed		Developed
7.17.	Appeals against permanent exclusions		Implement					
7.18.	Complaints Policy	Trust Policy	Approve			Recommend		
7.19.	Complaints Appeals		Implement					
7.20.	Admissions Policy	Trust Policy	Approve		Recommend	Propose		Developed
7.21.	Allocation of places against Admissions Policy					Implement		
7.22.	Admissions Appeals		Implement					
7.23.	Academy Prospectus		Approve		Consulted	Approve		Propose
7.24.	Academy Website	Trust Style	Monitor		Consulted	Approve		Propose
7.25.	Academy Logo & Branding	Trust Style	Approve		Consulted	Recommend		Propose
7.26.	Academy Uniform	Trust Style	Approve		Consulted	Recommend		Propose

8.	PREMISES AND ASSETS	NOTES	TRUST BOARD	FINANCE/AUDIT & STRATEGY	LOCAL GOVERNING BODY	CHIEF EXECUTIVE OFFICER/EXECUTIVE HEADTEACHER	SENIOR MANAGEMENT TEAM	HEADTEACHER
8.1.	Asset Management Policy	Trust Policy	Approve	Recommend		Propose		
8.2.	Asset Management Plan		Approve	Recommend		Propose		
8.3.	Health and Safety Policy	Trust Policy	Approve	Recommend		Propose		

HARLOW INSPIRATIONAL LEARNING TRUST (HILT)

MAT ACADEMY SCHEME OF DELEGATION

INTRODUCTION

This Scheme of Delegation sets out the delegated powers between the different bodies involved in the governance and operation of Harlow Inspirational Learning Trust (HILT) and member academies.

The bodies may include:

- Trust Members
- Trust Board of Directors
- Trust Finance & Audit Committees
- Local Governing Body
- Trust Chief Executive Officer and Executive Headteacher
- Headteachers or Heads of Schools of individual academies.

The delegated powers are broken down into different levels with the Trust's principles of governance, leadership and operation. The delegated autonomy for individual academies is aligned with the need for the Trust to fulfil its corporate responsibilities and accountabilities to the Department for Education, Education Funding Agency, Charities Commission, HMRC and Companies House.

The different levels of power are defined but it should be noted that not every task requires all levels of delegated power to be defined.

The Scheme of Delegation should be read in conjunction with the Terms of Reference for the relevant body. While the Scheme is designed to be comprehensive it will not cover every task.

Trust Policies

A key task for the Trust Board is to develop a policy matrix identifying the range of statutory, regulatory and necessary policies and whether they are Trust or Academy Policies. The Scheme of Delegation will set out the responsibility for approval and monitoring of these policies. The *Notes* column is used to identify whether they are Trust or Academy policies.