



Scheme of Delegation

Rationale

The underlying principles for this Scheme of Delegation are;

That all academies are in a partnership of equals irrespective of their length of membership

1. The Inspire Learning Federation is a registered charity and it remains true to its aims and objectives.
2. THE INSPIRE LEARNING FEDERATION is mindful that their function is to ensure that all statutory obligations are met (there are differences in the governance arrangements of maintained schools and academies).
3. THE INSPIRE LEARNING FEDERATION believe the Academy Councillors of each Academy Council are best able to service the needs of their Academy and their local community.
4. THE INSPIRE LEARNING FEDERATION Board's intention is to be as light-touch as possible, while meeting the statutory performance / improvement, within the Scheme of Delegation in order for Academy Councils and Academy Councillors to make decisions at a local level to fully meet the needs of the pupils and the local community.

General Information

OUR VISION

Placing irresistible learning at the heart of educational transformation within a family of schools that share common values, expertise and innovation so as to give children every opportunity to succeed

OUR MISSION

We strive to be at the forefront of educational development, recognised for outstanding practice and to relentlessly pursue excellence.

We are compelled by a strong moral purpose to support and develop all children and staff within our family of schools to ensure that they make rapid progress and achieve success.

We offer environments of the highest quality to empower learning and create endless possibilities in ways which meet the needs of all.

We provide an innovative and a self-created infrastructure to free teaching and learning, ensure rapid response to need and allow safety, flexibility and fluidity.

OUR VALUES

Innovation - *risk taking to harness creativity*

Nurture - *growing within a framework of care and support*

Success - *achieving our personal best*

Passion - *compelling enthusiasm for learning*

Integrity - *demonstrating a strong moral purpose through trust, tolerance and respect*

Responsibility - *accepting accountability for ourselves and our actions*

Excellence - *aspiring to achieve the extraordinary*

The Inspire Learning Federation

Each Academy is ultimately governed by the Trust (THE INSPIRE LEARNING FEDERATION). THE INSPIRE LEARNING FEDERATION shall have regard to (but for the avoidance of doubt shall not be bound by) any guidance as to the governance of the academies that the Secretary of State may publish. THE INSPIRE LEARNING FEDERATION will establish, for each Academy, an Academy Council, whose Academy Councillors' role is to oversee the running of the academy on behalf of the Trust. The membership of the Academy Council shall be for THE INSPIRE LEARNING FEDERATION to decide in consultation with the Chair of the Predecessor School Governing Body. However, this document is intended to stress the critical role that Academy Councils have and their decision making powers.

Communication between the Board and Academy Council

The Board meet regularly and at least three times a year. The Chair of THE INSPIRE LEARNING FEDERATION and the Executive Principal will schedule meetings with the Principals/Heads of Schools and Chairs of the Academy Councils as and when required. This provides an opportunity for information sharing between THE INSPIRE LEARNING FEDERATION and Academy Councils and have issues raised which may have influence across its broader family as well as particular institutions. Feedback from the Trust will be a standing item on all Academy Council agendas.

Members THE INSPIRE LEARNING FEDERATION Board of Trustees

T Sunderland (Chair)

M Johnson

C. Lowe (Executive Principal)

K Godsall

E Coles

C Hooper

J Broomfield Company Secretary to THE INSPIRE LEARNING FEDERATION

Members of the Strategic Leadership Team are invited to be in attendance at the request of the Board.

Composition of Academy Councils

Type of Member	Number	Term of Office	How they are elected
Executive Principal	1	Indefinite	Ex-officio
Principal/Head of School of relevant Academy	1	Indefinite	Ex-officio
Co-opted Councillor (including Chair and Vice-Chair)	Up to 4	4 years	By The Inspire Learning Federation Board of Trustees resolution. The Board will take into account any representations made by the Academy Council when considering the re-election of the co-opted Councillor.
Teaching staff Academy Councillor	1	2 years	Teacher election – secret ballot to be organised by the relevant Academy
Support staff Academy Councillor	1	2 years	Support staff election – secret ballot to be organised by the relevant Academy
Parent Academy Councillor	2	4 years	Parent election – secret ballot to be organised by the relevant Academy
Clerk to the Academy Council	1	Indefinite	To be appointed by the Academy Council

Central Functions

As part of a Family of Schools we aim to have the greatest amount of impact with efficacy. A contribution of 5% of each academy's full budget is levied which enables all academies access to a whole range of functions and services as and when required. This excludes any surplus carried forward or income generated by the Academy. In addition, when necessary, specific charges are made for bespoke intervention when curriculum and performance require e.g. long term or significant deployment of trustees.

Budget Setting

All final Academy budgets must be submitted to the Board for ratification by 30 June each year. Indicative budgets must be in place by February each year. Budgets require authorisation by the Academy Council, Principal/Head of School, Executive Principal and Business Manager prior to being presented to the Board.

All Principals/Heads of School in conjunction with their Academy Council will submit their Academy Improvement Plan, Summary SEF and Costed Staffing Plan to the Executive Principal by the beginning of December each year.

Principals will work within specific parameters as follows:

Link to school improvement plan
Pupil outcomes

Delegated Duty	Delegated Authority	Comment
Admissions	Academy Council	All Academies will follow the Local Authorities admission policy.
Capital Programme	The Inspire Learning Federation	Proposed capital programmes need to be submitted by June each year with the approval of the Business Manager, Executive Principal and Academy Council.
Capital Programme Contract Variations	Academy Council – if within agreed programme budget/contingency The Inspire Learning Federation – if exceeding agreed programme budget/contingency	It is suggested that a 10% contingency is built into all programmes to allow for some local contract variation during the programme.
Health and Safety	The Inspire Learning Federation	It is the responsibility of The Inspire Learning Federation to ensure that health and safety laws are adhered to and the appropriate health and safety certificates are in place. The operational compliance of this function will be delegated on a day to day basis to the Business Manager and their team.
Income Generation	Academy Council	Any income generated belongs to each individual Academy for them to invest in the future learning of the pupils.
Insurance	The Inspire Learning Federation	The Inspire Learning Federation will use its purchasing power to ensure that all Academies receive best value and value for money with their insurance.
Investments	The Inspire Learning Federation	The Inspire Learning Federation currently invest any surplus monies on behalf of each Academy in high interest accounts. All interest generated from such investments reverts back to the individual Academy.

Permanent Exclusions	Principal and Academy Council	All Academies will follow Local Authority procedures for permanent exclusions and independent permanent exclusion appeals.
Service Level Agreements / Contracts	The Inspire Learning Federation – Board of Trustees and Executive Principal Academy Council The Inspire Learning Federation – Executive Principal and Business Manager	Will determine, through its due diligence, what level of support and earned autonomy each individual academy will initially receive. Depending on the context of each Academy, each Academy may have different SLAs / Contracts in place. It is the responsibility of the Academy Council to negotiate new SLAs/ Contracts and to ensure that they are receiving value for money and quality of service. From time to time The Inspire Learning Federation may procure SLAs on behalf of all academies as part of a best value review.
Safeguarding	The Inspire Learning Federation	The Inspire Learning Federation will, in respect of each Academy, act in accordance with, and be bound by, all relevant statutory and regulatory provisions for safeguarding. All Academies will follow The Inspire Learning Federation’s policy on safeguarding (the same staff identification scheme will operate in all Academies).
Appointment of Senior Leaders	The Inspire Learning Federation	Executive Principals, Principals, Associate Principals, Business Managers, Finance Officers

Financial Levels of Authority

Delegated Duty	Value	Delegated Authority	Comment
	All procurement must be carried out in compliance with the principles of the EU Treaties, include the free movement of goods (Article 28 of the EC Treaty), the right of establishment (Article 43), the freedom to provide services (Article 49), non-discrimination and equal treatment, transparency, proportionality and mutual recognition. For most goods and services where contracts will have a value over their lifetime in excess of the OJEU threshold, a strict procedure must be followed in compliance with the Public Contracts Regulations 2006 and related regulations.		
Ordering good and services (including advertising of tenders and award of contracts)	Above £1,000 and up to £2,500	Business Manager	If within approved budget level <ul style="list-style-type: none"> Orders up to £2,500 at least two oral quotes required
	Above £2,500 (£5,000 for works) and up to £10,000	Up to £5,000 – Business Manager Above £5,000 and up to £10,000 – Executive Principal	If within approved budget level <ul style="list-style-type: none"> Orders above £2,500 (£5,000 for works) and up to £10,000 at least three written quotes required
	Above £10,000 and up to £50,000	Executive Principal and the Inspire Learning Federation Board of Trustees	If within approved budget level. <ul style="list-style-type: none"> Orders above £10,000 and up to £50,000 three formal quotes to be submitted in writing by a specified date and time and based on a written specification and evaluation criteria
	Above £50,000 – and up to EU thresholds	The Inspire Learning Federation Board of Trustees and Executive Principal	If within approved budget level <ul style="list-style-type: none"> Orders over £50,000 to be put out to tender. Four tenders required.

	Above EU thresholds	The Inspire Learning Federation and Executive Principal	If within approved budget level <ul style="list-style-type: none"> Contracts over EU thresholds for the time being (for guidance refer to www.ojec.com/Thresholds.aspx): to follow a compliant process under the Public Contracts Regulations 2006 and subsequent legislation
	Authority to accept other than lowest quotation or tender	Approval required in accordance with the delegated authority set out above	
Delegated Duty	Value	Delegated Authority	Comment
Authorising monthly salary payments	Unlimited	Principal/Head of School, designated academy finance representative and Business Manager	Report to Board on any anomalies
Delegated Duty	Value	Delegated Authority	Comment
Signatures for Cheques, BACS payment authorisations and other bank transfers	Up to £25,000 (maximum limit)	Any two signatures in line with the Bank Mandate (A or B)	
	Any amounts over £25,000	Two signatures in accordance with the bank mandate (A&B) following written authorisation from Executive Principal or Board of Trustees	Bank needs to be contacted to change amount before payment can be made.

Delegated Duty	Value	Delegated Authority	Comment
Signatories for grant claims and DfE Returns	Unlimited	Designated Academy Finance representative and one of the following: <ul style="list-style-type: none"> • Trust Chairman • Executive Principal • Principal / Head of School • Business Manager 	Two signatories, or as required by DfE
Delegated Duty	Value	Delegated Authority	Comment
Virement of budget provision between budget heads	Within budget lines	Finance/Business Manager & Budget Holder	Virement within budget lines at discretion of Finance/Business Manager in consultation with budget holder. All virements to be reported to Local Academy Councils.
	Between budget lines	Principal / Head of School	Virement between budget lines at discretion of Principal / Head of School in consultation with Business Manager. All virements to be reported to Local Academy Councils.
Delegated Duty	Value	Delegated Authority	Comment
Disposal of assets	Up to £20,000	Executive Principal & Business Manager	Finance Trustee to report to The Inspire Learning Federation Board
	Over £20,000	Executive Principal, Board of Trustees and DfE	DfE approval required for disposal of assets funded with more than £20,000 of DfE grant or transferred from the LA at nominal consideration
Delegated Duty	Value	Delegated Authority	Comment
Write-off bad debts	Up to £1000	Principal & Finance/Business Manager	Report to Academy Council
	Over £1,000	Trust Board & Business Manager plus DfE approval	Report to The Inspire Learning Federation Board

Delegated Duty	Value	Delegated Authority	Comment
Write-off overpayments to staff	Up to £1,000	Principal & Business Manager	Report to Director of HR who reports of The Inspire Learning Federation Board
	Over £1,000	Chief Operating Officer	Reported to The Inspire Learning Federation Board
Delegated Duty	Value	Delegated Authority	Comment
Purchase or sale of freehold property	Any	The Inspire Learning Federation Board, Executive Principal & Business Manager plus DfE approval required	
Granting or taking up of any leasehold or tenancy agreement exceeding 3 years	Any	The Inspire Learning Federation Board, Executive Principal & Business Manager plus DfE approval required	
Any guarantees, indemnities and letters of comfort entered into	Any	The Inspire Learning Federation Board, Executive Principal & Business Manager plus DfE approval required	
Ex-gratia payments	Any	Principal, Executive Principal & Business Manager plus DfE approval required	

HR Levels of Authority

APPOINTMENTS	
All appointment panels must contain at least one member who has undertaken Safer Recruitment Training The Executive Principal may nominate an alternative representative if they are unavailable to make up a panel	
Executive Principal	Trust Board (minimum of 3 members, with non-voting co-optees as required)
Business Manager	Trust Board Member (minimum of 2 members), Executive Principal
Principal / Head of School	Trust Board Member, Executive Principal and Chair or Vice Chair of Academy Council
Associate Principal	Executive Principal, Trust Board Member x 2
Vice Principals	Executive Principal, Principal and Chair of Academy Council
Assistant Principals	Executive Principal, Vice Principal and 1 other as determined by the Principal
TLR Posts	Principal, Vice Principal / Assistant Principal and member of Academy Council
All other Teaching posts	Principal, Vice Principal / Assistant Principal and member of Academy Council
All Support Staff posts	Business Manager, Principal and TLR post holder

DISCIPLINARY CASES AND DISMISSALS

For all disciplinary cases and dismissals the following delegation model shall apply:

- Disciplinary
- Capability (professional competence)
- Ill Health Capability
- Redundancy. (The Board will have determined that there is a Redundancy situation)
- Some other substantial situation

For all disciplinary cases and dismissals the following delegation model shall apply:

Posts	Delegated Authority	Appeal
Executive Principal	Board member	3 Board members
Business Manager,	Board member or Executive Principal	3 Board members
Principal/Head of School	Board Member or Executive Principal	Board Member
Associate Principal	Board Member or Executive Principal	Board Member
Vice Principal	Executive Principal	Board Member

All other Academy Posts	Principal/Head of School	Executive Principal
All Finance posts	Business Manager	Executive Principal
GRIEVANCE		
Posts	Delegated Authority	Appeal
Executive Principal	Board Member	Chair of Board
Business Manager	Executive Principal	Board Member
Principal/Head of School	Executive Principal	Board Member
Associate Principal	Executive Principal	Board Member
Vice Principal	Principal	Executive Principal
All other Academy posts	Principal	Executive Principal
All Finance posts	Business Manager	Executive Principal
OTHER HR FUNCTIONS		
Function	Delegated Authority	
Compromise agreements up to and including £10,000	Executive Principal and Education Personnel agree terms Chair of Board to sign	
Compromise agreements in excess of £10,000	Executive Principal and Education Personnel agree terms Chair of Board to sign	
Compromise agreements in excess of £50,000	Approval to be sought from the EFA/HM Treasury	
Signature of Letter of Appointments	Delegated Authority	
Executive Principal	Chair of Board	
Principal	Executive Principal	

All other posts	Principal or Executive Principal
Collective Agreements	The Inspire Learning Federation Board (Chair of Board to sign)
Teachers Pay – Threshold/UPS	Principal
Function	Delegated Authority
Acting up Payments/Additional Payments <ul style="list-style-type: none"> • Executive Principal • Principal • Vice Principal • All other Academy staff 	<ul style="list-style-type: none"> • The Inspire Learning Federation Board on recommendation of the Pay Committee • The Inspire Learning Federation Board on recommendation of the Pay Committee • Executive Principal • Executive Principal