

Amplify Education – Scheme of Delegation

Governance				
Members	Trustees (including Trustee Committees)	School Governors	Executive Leadership Team	Headteacher
To review and amend the Articles of Association To change the name of TRUST To receive an annual report from the Trustees and the CEO on TRUST's performance To be notified of any changes in legislation To appoint a minimum of 3 Trustees To remove Trustees in accordance with the Articles of Association	To approve any significant change to the educational character, mission or ethos of a particular Academy. To review and amend the Model of Governance and scheme of delegation To establish committees including Local Governing Bodies (LGBs)/ School Performance Boards (SPB) and to review and amend their Constitution and Terms of Delegation To determine the Board's Reserved Matters	To nominate Governors of the Local Governing Body/ SPB To nominate (and remove) the Chairs and Vice-Chairs of the Local Governing Bodies/ School Performance Boards subject to Trustee approval	To determine the educational character, mission or ethos of a particular Academy (to the extent that it is not inconsistent with that of TRUST). To attend meetings of the Trustees and to provide executive reports for Board and Committees. To support the appointment process for the Company Secretary and the Governance Professional. To secure professional advice	Alongside the Trust Executive, determine the educational character, mission or ethos of a particular Academy (to the extent that it is not inconsistent with that of TRUST). To attend meetings of the LGB/School performance Boards and to provide necessary reports. To support the appointment process for the Clerk to the LGBs. To tailor Academy level policies for the Academy as

Governance				
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and the Companies Act 2006	To determine the committee structure for Trustee functions To determine the educational character, mission or ethos of TRUST To approve and monitor a strategic plan for the TRUST To appoint a Chair and Vice Chair To appoint a Governance Professional with the right knowledge, skills and behaviours in accordance with the DfE's Academy Trust Governance Guide To co-opt additional Trustees under provision of the Articles To approve the nominated Chairs and Vice-Chairs of the Local		on behalf of the Trustees as may be requested. To support the Trustees and the Academies in the preparation of TRUST-wide and Academy specific policy requirements. To evolve and implement a Strategic plan for TRUST To ensure that TRUST meets its publishing requirements under the funding agreement (including those in the Academy Trust Handbook)	recommended by the Executive

Governance				
Members	Trustees (including Trustee Committees)	School Governors	Executive Leadership Team	Headteacher
	Governing Bodies/ Boards To review and amend TRUST level policies To review and amend TRUST prescribed Academy level policies To notify the DfE (via GIAS) of changes to: • Members • chair of Trustees • all other Trustees • Accounting Officer (CEO) • CFO (CFOO) To be advised about and review any legal claims made against academy within TRUST.			

Finance				
Members	Trustees (including Trustee Committees)	School Governors	Executive Leadership Team	Headteacher
	To sign off the audited financial statements annually To approve (and amend) the financial scheme of delegation To appoint the Finance and General Purpose committee To approve the annual budget for TRUST including the annual staffing pay scales and Executive Pay To approve any significant changes to the approved budget as stated in the TRUST Financial Regulations Policy To oversee income, expenditure, cash flow and balance sheet of TRUST and to direct and monitor necessary action through TRUST	To ensure provision of free school meals to those pupils meeting the criteria To review the proper application of the pupil premium and its effectiveness together with any other specific grant received in respect of the Academy/ school.	To prepare the annual budget for TRUST To ensure the preparation of the financial statements To monitor income, expenditure, cash flow and balance sheet of TRUST To prepare monitoring reports for the Trustees To act as the Accounting Officer To manage and ensure proper financial controls are in place across TRUST To set up and approve staff expenses for the Executive To open bank accounts	To prepare the annual budget for each Academy To monitor income, expenditure and cash flow of an Academy To prepare monitoring reports for the LGBs/ SPBs with support from the Executive Leadership Team To manage and ensure proper financial controls are in place at the Academy To ensure provision of free school meals to those pupils meeting the criteria To set up and approve staff expenses at the Academy To ensure the effective application of the pupil premium and any other specific grants received in respect of the Academy

Finance				
Members	Trustees (including Trustee Committees)	School Governors	Executive Leadership Team	Headteacher
	To establish a charging and remissions policy and to keep this under review To ensure proper financial controls are in place To maintain a register of business interests (of the Trustees) To receive and review Management Accounts six times per year as prepared by the Finance Director (Chair to review such accounts monthly) To determine a TRUST level reserves policy			To act as a signatory of an Academy specific bank account where applicable

Audit and Risk				
Members	Trustees (including Trustee Committees)	School Governors	Executive Leadership Team	Headteacher
To appoint external auditors To receive the audited financial statement once available. To maintain a register of business interests (of the Members)	To appoint a Risk and Audit Committee To recommend external auditors to Members, appoint internal auditors and approve insurance arrangements To submit an annual summary report to the DfE which must be prepared as part of TRUST's annual programme of internal scrutiny (led by personnel with the appropriate skills and qualifications relevant to the areas being reviewed) reporting on the adequacy of TRUST's financial and other controls and management of risks Acting through the Risk and Audit Committee, to oversee the programme of internal scrutiny	To maintain a register of business interests (of the Local Governors)	To maintain a register of business interests (of the Executive) To procure insurance and make proposals to the Trustees To ensure that appropriate reporting mechanisms are in place To ensure suitable risk assessments are prepared and appropriate actions taken	To maintain a register of business interests (of the Academy's senior leadership team) To ensure suitable risk assessments are prepared and appropriate actions taken To prepare and maintain an Academy level risk register

Audit and Risk				
Members	Trustees (including Trustee Committees)	School Governors	Executive Leadership Team	Headteacher
	To review risk management and maintain a TRUST-level risk register			

Contracts				
Members	Trustees (including Trustee Committees)	School Governors	Executive Leadership Team	Headteacher
Where appropriate, to approve transactions involving Trustees which are reserved to the Members under the Companies Act 2006, (e.g. a "substantial property transaction" being one involving a related party).	To adopt a TRUST-wide procurement policy as stated in the TRUST Financial Regulations Policy To set the delegated levels of authority for contracts as stated in the TRUST Financial Regulations Policy To approve contracts in line with the designated limits as stated in the TRUST Financial Regulations Policy stated in the TRUST Financial Regulations Policy To obtain approval (where necessary) from the DfE for certain transactions, contracts and / or other agreements including those with related parties in line with the Academy Trust		To enter into contracts up to the limits of delegation and within an agreed budget as stated in the TRUST Financial Regulations Policy To make payments within agreed financial limits as stated in the TRUST Financial Regulations Policy	To enter into contracts up to the limits of delegation and within an agreed budget (D) as stated in the TRUST Financial Regulations Policy

Contracts				
Members	Trustees (including Trustee Committees)	School Governors	Executive Leadership Team	Headteacher
	Handbook To set up and approve Trustee expenses as stated in the TRUST Financial Regulations Policy			

Education Standards				
Members	Trustees (including Trustee Committees)	School Governors	Executive Leadership Team	Headteacher
To receive an annual report from the Trustees and the CEO on standards	To ensure the provision of a balanced and broadly based curriculum to include: - a prohibition on political indoctrination and a balanced treatment of political issues; - provision for the teaching of religious education and a daily act of collective worship at the Academy; and - ensuring that safeguarding and well-being are embedded in the curriculum. To approve a written policy on relationships education (primary) and / or relationships and sex education (secondary)	To approve the Academy curriculum policy proposed by the Headteacher ensuring it complies with TRUST requirements To monitor the KPI figures reported from the Headteacher relating to standards To review the implementation of the Prevent Duty in the Academy and the promotion of the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs	To provide oversight of the implementation of curriculum policies and teaching and learning across TRUST. To provide a termly report to the Trustees regarding standards. To provide oversight of the target setting for pupil achievement and progress by the Headteacher and monitor against targets To monitor and respond to the KPI figures reported from the Headteacher relating to standards To support the Academies in the implementation of the Prevent Duty in the Academies and the promotion of the	To determine the curriculum set and delivered at the Academy including teaching and learning and compliance with any funding agreement requirements and is consistent with Trust educational policy/ strategy To prepare a curriculum policy for the Academy To ensure the implementation of the Prevent Duty in the Academy and the promotion of the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs. To prepare a policy on religious education and collective acts of worship for review by the LGB To make provision for a daily collective act of worship

Education Standards				
Members	Trustees (including Trustee Committees)	School Governors	Executive Leadership Team	Headteacher
	To appoint an Education committee which includes monitoring the provision of a balanced and broadly based curriculum and monitoring the implementation of the Prevent Duty and the promotion of the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs. To monitor religious education and collective acts of worship across TRUST. To monitor and review all external educational standards reports. To receive a termly report from the Executive		fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs. To report to Trustees on religious education and collective acts of worship	To set targets for pupil achievement and progress and monitor against targets Reports KPI figures for the Executive and the school Governors relating to standards three times a year

Education Standards				
Members	Trustees (including Trustee Committees)	School Governors	Executive Leadership Team	Headteacher
	regarding education performance.			

SEND				
Members	Trustees (including Trustee Committees)	School Governors	Executive Leadership Team	Headteacher
	To determine a TRUST-wide Special Educational Needs and Disability (SEND) policy, reflecting TRUST's duties under the SEND Code of Practice and the Equality Act 2010 To ensure that each Academy has prepared and published a SEN information report in accordance with the Special Educational Needs and Disability Regulations 2014 (SEND Regulations)	To approve the appointment of a school Governor with a specific focus on SEND and provide an Annual SEND report for Trustees. To monitor and evaluate the implementation and impact of the SEND Policy in the school/ academy	To review, monitor and approve the Academy's SEND policy (consistent with the TRUST-wide SEND policy) and SEN information report. To provide oversight of the implementation of the SEND information report within the Academy and compliance with the SEND Regulations, SEND Code of Practice and Equality Act 2010 requirements. To appoint a Local Governor with a specific focus on SEND and provide an Annual SEND report for Trustees. To ensure that each Academy has a qualified teacher designated as a Special Educational Needs Coordinator (SENCo).	To designate a teacher to be responsible for coordinating SEND provision (SENCo) To prepare a SEND policy for the Academy for review by the LGB To liaise with the SENCo and local authority in respect of students who have (or might have) SEND To make provision for SEND pupils with or without an Education, Health and Care Plan (EHCP) To ensure compliance with the SEND Regulations, SEND Code of Practice and the Equality Act 2010

Safeguarding				
Members	Trustees (including Trustee Committees)	School Governors	Executive Leadership Team	Headteacher
	To appoint a designated Trustee to take leadership responsibility for safeguarding arrangements ('the Designated Trustee') To determine a TRUST-wide safeguarding and Child Protection policy. To ensure that arrangements are in place to safeguard and promote the welfare of children in accordance with KCSIE and Working Together to Safeguard Children 2018 To ensure the completion of the single central record across all schools To monitor performance of Safeguarding and Child Protection of each Academy	To appoint a local governor for safeguarding and ensure that the governor receives appropriate training To appoint a local governor for looked after children and previously looked after children (where not part of role of lead governor for safeguarding) To review the implementation of the Prevent Duty in the Academy and the promotion of the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs.	To ensure that each Academy has appointed a designated safeguarding lead and a designated teacher to support looked after children and previously looked after children. To support the Academies in the implementation of the Prevent Duty in the Academies and the promotion of the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs. To monitor Child protection and safeguarding across each Academy and report to Trustees	To appoint a designated safeguarding lead and a teacher to support looked after children and previously looked after children and to ensure the role is compliant with statutory guidance. To maintain the single central record To ensure the implementation of the Prevent Duty in the Academy and the promotion of the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs

Safeguarding				
Members	Trustees (including Trustee Committees)	School Governors	Executive Leadership Team	Headteacher
	To ensure all Trustees, Members and school governors have an enhanced Disclosure and Barring Service check and a section 128 check To ensure that appropriate arrangements are in place to review the effectiveness of TRUST's safeguarding procedures and ensure that appropriate consideration is given to such matters at board meetings and annual reviews To ensure that each Academy has a designated safeguarding lead (DSL)			

Admissions				
Members	Trustees (including Trustee Committees)	School Governors	Executive Leadership Team	Headteacher
	To ensure that every year each Academy determines a set of admission arrangements for that Academy that are compliant with the School Admissions Code 2021 (Admissions Code) and the Equality Act 2010 To ensure that TRUST and each Academy complies with the Admissions Code and School Admission Appeals Code 2022 To monitor admission arrangements across TRUST To review the outcome of any consultations relating to changes in local admission arrangements	To make arrangements for hearing admission appeals in accordance with the Admissions Code.	To provide oversight of and support of the implementation of the admissions arrangements across TRUST. To notify the LA each year which Academies will participate in its coordinated scheme for in-year admissions in accordance with the Admissions Code To provide direction to the LGB or Trust Panellists as to requirements under the Admissions Code and Appeals Code. To take the lead on any legal challenges on admissions with the OSA	To implement the Academy's admission arrangements for the relevant intake. To make arrangements for hearing admission appeals. To participate in the local admissions forum and in the fair access protocol

Behaviour				
Members	Trustees (including Trustee Committees)	School Governors	Executive Leadership Team	Headteacher
	To monitor behaviour across TRUST To review the use of exclusions across TRUST. To determine a TRUST-wide behaviour policy.	To review and monitor the implementation and impact of the schools behaviour and exclusions policies	To prepare a report for Trustees on behaviour across TRUST. To review the overall pattern of exclusions and behavioural issues and to report on the same to the Trustees To make arrangements for the establishment of Independent Review Panels ensuring that proper training has been provided.	To prepare a behaviour procedure for the Academy To prepare an exclusion policy for the Academy for review by the LGB To exclude pupils for a fixed term or permanently in accordance with the School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012 and the DfE's statutory guidance on exclusions To ensure that trends or patterns in behavioural issues are appropriately addressed through policies

Pupil related matters				
Members	Trustees (including Trustee Committees)	School Governors	Executive Leadership Team	Headteacher
	To receive a termly report from the Executive regarding standards (to include attendance and pupil premium). To adopt TRUST-wide Complaints policy and receive reports from the Executive regarding the nature and level of complaints across TRUST. To hear complaints at the relevant stage. To adopt a TRUST-wide Attendance policy To oversee the impact of the pupil	To appoint a local Governor with a specific focus on pupil premium. To review attendance and pupil absences. To monitor the impact of the pupil premium in the Academy. To support the hearing of complaints at the relevant stage, where appropriate/required	To monitor the levels of attendance in the Academies and report termly to the Trustees. To review the level of complaints across TRUST in order to identify trends/ patterns and make recommendations To hear complaints at the relevant stage, where appropriate/required To monitor the impact of the pupil premium across TRUST. To prepare a Trust-Wide Complaints policy	To maintain a register of pupil attendance and follow local procedures in respect of non-attendance. To report on attendance and pupil absences. To review and maintain home-Academy agreements To ensure effective deployment of the Pupil Premium and to monitor its impact. To implement the Academy's complaints policy and investigate formal complaints at the relevant stage To ensure that the Academy meets for 380 sessions in an Academy year unless otherwise agreed by the Trustees

Pupil related matters				
Members	Trustees (including Trustee Committees)	School Governors	Executive Leadership Team	Headteacher
	premium across TRUST To approve the times of Academy sessions and the dates of Academy terms and holidays			

Information Management				
Members	Trustees (including Trustee Committees)	School Governors	Executive Leadership Team	Headteacher
	To adopt TRUST-wide data protection policies and procedures to cover all aspects of compliance including: • cyber security and other types of information security risk (see section 6.14 of the ATH); • the requirement to notify individuals as to how information is to be used; • and on the matter of safe storage.		To ensure the publication of TRUST information, including electronic communication, including websites, are up to date (including in line with the requirements of the Academy Trust Handbook) To ensure compliance with all data protection legislation and good practice across the Academies. To support the individual academies compliance and cyber security risk mitigation strategies To maintain accurate and secure staff	To ensure the publication of Academy information, ensuring that all electronic communications, including websites, are up to date (including in line with the requirements of the Academy Trust Handbook) To maintain accurate and secure pupil records To maintain accurate and secure staff records for the Academy To ensure compliance with all data protection legislation and good practice in the Academy. To ensure staff are trained at an appropriate level including on cyber security To implement cyber security risk mitigation strategies in accordance with TRUST level requirements (unless approval is given for Academy specific deviations)

Information Management				
Members	Trustees (including Trustee Committees)	School Governors	Executive Leadership Team	Headteacher
			records for the Executive To ensure registration with the Information Commissioner's Office is up to date. To ensure Executive staff are appropriately trained and to support the implementation of staff training at Academy level	

Staffing				
Members	Trustees (including Trustee Committees)	School Governors	Executive Leadership Team	Headteacher
	To define any overarching management structures across TRUST To adopt TRUST- wide staff policies and procedures. To appoint and dismiss the CEO, Chief Finance and Operations Officer and Governance Professional. To ensure there are robust procedures in place for determining levels of executive pay To approve the contract of employment of the CEO, Chief Operations Officer, CFOO, Headteachers and the Governance Professional To appoint (in consultation with the CEO), suspend and dismiss the	To provide input on the recruitment of Headteachers To support any formal panel relating to staff issues	In consultation with the Trustees to determine and appoint the senior leadership for each Academy To approve the teaching and non-teaching structures for each Academy To advise the Trustees on suitable TRUST-wide policies and procedures and to ensure their effective implementation. To monitor and review staffing changes across TRUST. CEO only: To appoint, suspend and dismiss members of the executive leadership team (save as reserved to the Trustees) To appoint (in consultation with the Trustees and chair of governors), suspend and dismiss	To determine staffing requirements within each Academy and budget. To implement the TRUST-wide policies and procedures in the Academy. To appoint, suspend or dismiss teaching and non-teaching staff in consultation with the Executive. To conduct the performance management of staff in the Academy. To approve applications for early retirement, secondment and leave of absence in consultation with the Executive Leadership Team.

Staffing				
Members	Trustees (including Trustee Committees)	School Governors	Executive Leadership Team	Headteacher
	Headteachers in accordance with the TRUST-wide Policy To conduct the performance management review of the CEO, and the Governance Professional. To support the CEO in the performance management of the Chief Finance and Operations Officer [and any other senior executive posts]. To agree a procedure for whistleblowing To ensure there is one Trustee and one member of staff nominated within TRUST as a point of contact for any whistleblowing concerns		the Headteachers in accordance with the TRUST-wide Policy To conduct the performance management of Headteachers. To ensure all staff are aware of the whistleblowing procedure To ensure all staff are aware of the nominated whistleblowing Trustee	

Health and Safety				
Members	Trustees (including Trustee Committees)	School Governors	Executive Leadership Team	Headteacher
	To adopt a TRUST wide level health and safety policy	To review and maintain the Academy's School Trip policy	To propose a TRUST-wide health and safety policy for the Trustees' approval. To monitor and support the implementation of the TRUST-wide health and safety policy. To ensure a robust compliance routine is in place for all academies To ensure appropriate training is in place to meet conditions of the Trust-wide Health and Safety Policy.	To monitor the accident book and agree appropriate actions. To ensure suitable risk assessments are prepared and appropriate actions taken To prepare a School Trip policy for the Academy To approve off-site visits for pupils of more than 24 hours To ensure any "reportable" accidents or conditions are reported within statutory thresholds To ensure all staff undertake appropriate training to maintain high standards of safety within the school

Premises				
Members	Trustees (including Trustee Committees)	School Governors	Executive Leadership Team	Headteacher
	To review and maintain a buildings strategy and asset management planning arrangements as stated in the TRUST Financial Regulations Policy To appoint a Trustee to act as a sustainability champion. To ensure that each Academy has determined an accessibility plan in accordance with the requirements of the Equality Act 2010	To adopt an accessibility plan for the Academy in accordance with the requirements of the Equality Act 2010	To prepare a buildings strategy and asset management planning arrangements as stated in the TRUST Financial Regulations Policy To review the Academies' buildings strategy and asset management planning arrangements To propose a TRUST prescribed Academy level lettings policy for the Trustees' approval To support the Headteachers as required on the preparation of an accessibility plan in accordance with the requirements of the Equality Act 2010	To review security of premises and equipment To prepare a buildings strategy and asset management planning arrangements To implement a lettings policy for the Academy, where applicable To draw up, agree with the LGB/SPB and monitor an accessibility plan for the Academy in accordance with the requirements of the Equality Act 2010 in discussion with the Executive