Scheme of Delegation

Author / Responsible Person	**CEO**
Ratified by	**Trustees**
Date Ratified	**September 2025**
Next Review Date	***September 2026***
Review Cycle	**Annually**

Section 1 - Introduction

1. This Scheme of Delegation ("Scheme the Scheme of Delegation is the backbone of how decisions are made across the Trust. It:
    - outlines who has authority to make decisions at every level of the organisation.
    - ensures that governance is consistent, transparent, and legally compliant across all academies.
    - supports the delivery of the Trust's strategic goals by ensuring the right people make the right decisions at the right level.
2. Future Academies is a Multi Academy Trust (MAT / Trust), a company limited by guarantee and a charitable trust. Responsibility for the MAT and for the funds granted by Parliament for providing education in it is entrusted to the Board of Trustees. Trustees are also the Directors of the company.
3. The statutory roles and responsibilities of the Board of Directors and Members and the Chief Executive Officer are set out in the Articles of Association, the Academies Handbook, the Trust's Terms of Reference, and the Trust's Funding Agreements. This Scheme sets out which of these roles and responsibilities are to be delegated and to whom. The Board of Trustees and the CEO remain responsible and may choose not to exercise any delegations outlined in this Scheme.

4. The Scheme is designed to provide Trust colleagues with the guidance necessary for them to seek and obtain consistent and appropriate authorisation for the transactions and decisions which are outlined.

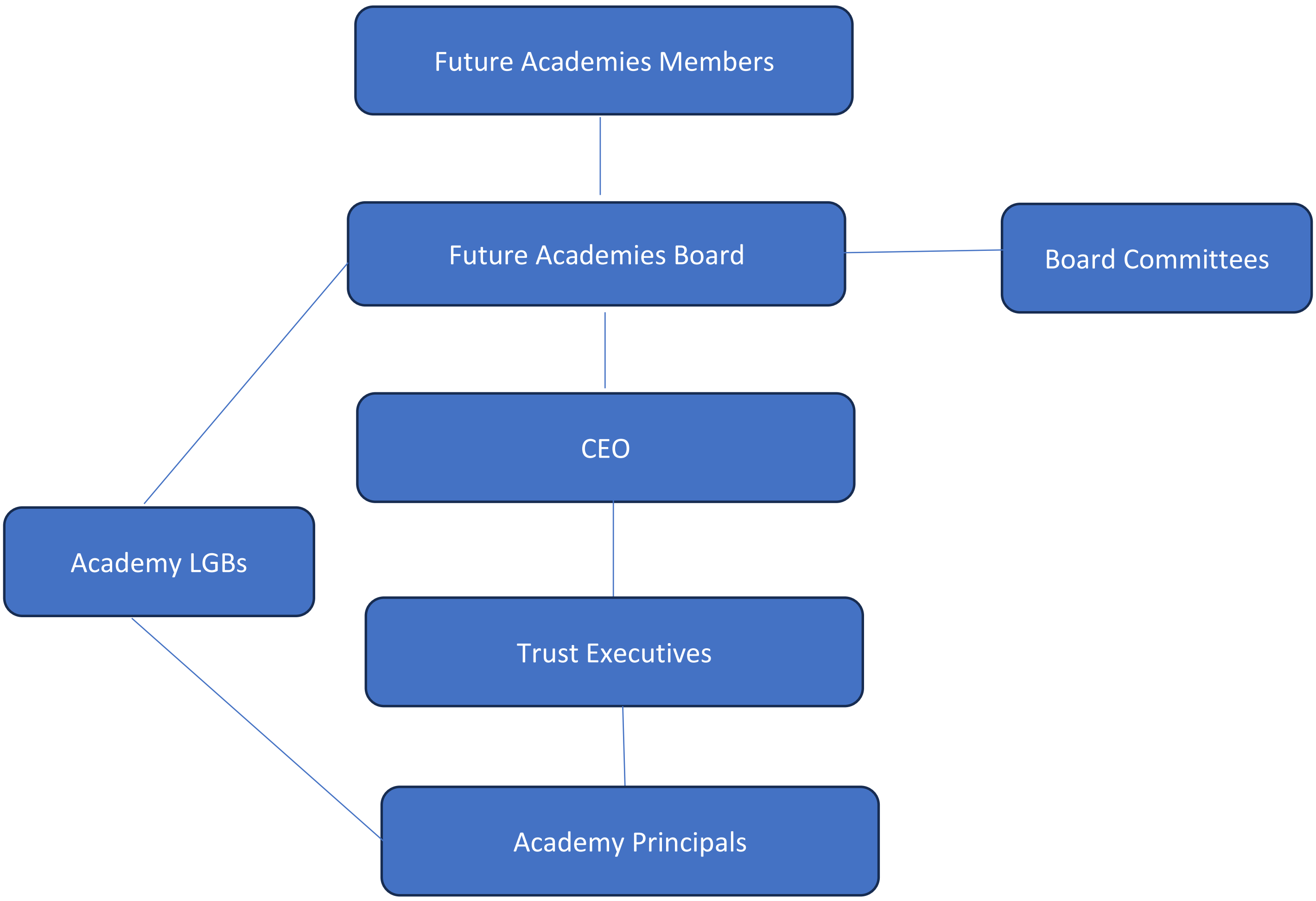
5. The Scheme has been drafted in accordance with the principle that decisions are delegated to the lowest appropriate level to ensure efficiency and effectiveness, providing the individual has the requisite competence for seeing the matter from a broader policy perspective and capacity to make a well-informed decision.

6. It is intended that the Scheme complement the detailed policies and procedures that are in place rather than replacing these. Policies and procedures will provide details of steps that should be followed whereas this document focuses on the authorisation that must be in place for approval to be given. This Scheme must be followed even if policies and procedures do not refer to it.

7. The Scheme is not an exhaustive listing of all transactions and decisions that the Trust may be required to make. From time to time there may be decisions that fall outside the Scheme, in which case these will be referred to the Board of Directors to determine the delegation level.

8. It is acceptable, with guidance from the Chief Financial Officer, for a more senior member of staff than is named to provide approval or signature, for example if the named colleague is not available due to absence.

Section 2 - Overview of Trust Governance and Leadership



❖ Future Academies Members

1. The role of Members is laid out in the Articles of Association, Academy Handbook and in Company Law. Members have limited governance and no day-to-day management.
2. The Members of Future Academies are guardians of the governance of the Trust and as such have a different status to Trustees. Originally, they were the signatories to the memorandum of association and will have agreed to the Trust's first articles of association (the legal document which outlines the governance structure and how the Trust will operate). The articles of association describe how members are recruited and replaced, and how many of the Trustees the Members can appoint to the Trust Board. The Members appoint Trustees to ensure that the Trust's charitable object is conducted and so they must be able to remove Trustees if they fail to fulfil this responsibility. Members are also responsible for approving any amendments made to the Trust's articles of association.
3. There must be at least three Members, although the DfE prefers at least five. Members are not permitted to be employees of the Trust. Details of current members of the Trust are available on the Future Academies website.

❖ Future Academies Trustees

4. The Trust is a charitable company and so Trustees are both charity Trustees and company Directors. The corporate management and "trustee" responsibility for the Trust is vested in the "Trustees", who will also be the company directors registered with Companies House.
5. The Trustees are personally responsible for the actions of the Trust and its academies, and are accountable to the Members of the Trust, the Secretary of State for Education and the wider community for the quality of the education provided by the Trust's schools, and the expenditure of public money.
6. Trustees are responsible for the general control and management of the administration of the Trust, and in accordance with the provisions set out in the memorandum and articles of association and its funding agreement, it is legally responsible and accountable for all statutory functions, for the performance of the MAT, and must approve a written scheme of delegation of financial powers that maintain robust internal control arrangements.
7. The Board must appoint, in writing, a senior executive leader who may be appointed as a Trustee. The Chief Executive of the Trust is Dr Lawrence Foley, and he has been appointed as Trustee on the Board of Trustees.
8. The Chair is responsible for ensuring the effective functioning of the Board and setting professional standards of governance. Trustees hold statutory duties as a company director to exercise care, skill and diligence and avoid conflicts of interest. They are also required to act within their powers, promote the success of the Trust, exercise independent judgement, not to accept benefits from third parties and to declare interests in proposed transactions or

arrangements.

9. The Chair is permitted to act in cases of urgency where a delay in exercising the function would be likely to be seriously detrimental to the interests of the Trust.

10. . The Trust Board has the authority to establish and remove committees to conduct some of its governance functions which may include making decisions, although any decisions made will be deemed decisions of the Trust Board. The membership and responsibilities of Board committees are set out in the committee's terms of reference. The Trust Board must appoint Board committee chairs and committee members according to their skills. The Trust Board has:

    - Finance,
    - Audit & Risk,
    - Education Standards,
    - Remuneration Committee,
    - Teaching School Strategic Board,
    - Behaviour Review Committee, and
    - Enrichment Committee.

to which the Board delegates financial and other aspects of scrutiny and oversight.

The Trust's Governance Handbook provides details on Board and subcommittee operations and terms of reference.

Academy Local Governing Body

11. Each individual Academy within the Trust has an Academy Local Governing Body (LGB), or a Federated LGB which is also a scrutiny sub-committee of the main Board. The LGB plays a key role in the life of each Academy and is responsible for scrutinising the work of the Academy Senior Leadership Team

12. The areas of scrutiny delegated by the Board are:

    - Standards
    - Behaviour and attendance
    - Safeguarding
    - Academy Improvement Plan
    - Pupil Numbers & Marketing
    - Special Education Needs and Disability (SEND)
    - Looked After Children (LAC) /Pupil Premium (PP)
    - Health and Safety

- Academy Risk Management and Compliance
- Partnerships and Careers

13. The Executive Team may attend LGB as required by Trustees or the Accounting Officer.

Section 3 - Levels of Delegation Key

Responsible (R)	Responsible for carrying out the task
Approval (A)	Approval must be obtained
Consulted (C)	Discussion before action taken
Support (S)	Provides assistance to complete the task
Informed (I)	Kept up to date on progress
Prepare (P)	Prepares documentation
Responsible (R)	Ownership

Abbreviation	**Full name**
CoB	Chair of the Board
CEO	Chief Executive Officer
DoS	Director of Secondary
CFO	Chief Finance Officer
DoE	Director of Education and Primary
CIO	Chief Information officer
AP	Academy Principal
DOC	Director of Operations & Compliance
LGB	Academy Local Governing Body
A&RC	Audit and Risk Committee
FC	Finance Committee
EdSC	Education Standards Committee
Executive	CEO / CFO / CIO/ DoS / DOE
BRC	Behaviour Review Committee

EC	Enrichment Committee

All AP post holders will include ‘Acting’ or ‘Associate’, “Head of School “and “Exec Principal” post holders

Area of responsibility	Members	Trustees	CEO	Executive	LGB	Principal	Other
Vision							
Set the vision of the Trust	I[1]	A	R	S	I	I	
Set the Trust's strategy and priorities	I	A	R	S	I	I	
Set the values of the Trust	I	A	R	S	I	I	
Advancing and Articulating the Trust Strategy	I	A	R	S	I	I	
Assessment of Strategic Progress	I	A	R	S	I	I	
Agree the Trust's development plan	I	I	R	R			
Agree Academy development plan		I	C	S	I	R	
Contact with Regional DfE Directors		I	S				
Governance							
Approving amendments to the memorandum and articles of association, subject to DfE approval	A	I	R	S			
Approve Scheme of Delegation		A	R	C			P (CFO)
Appoint Members	A / R	C					
Appoint Trustees	A /	R	C				
Dismiss Trustees	A / R	I	C				
Remove the Board and re-appoint new Trustees	A / R	I	C				

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Area of responsibility	Members	Trustees	CEO	Executive	LGB	Principal	Other
Establish standards for trustee / Governor conduct		A / R	C	S	I	S	P (DOC)
Ensure balanced skill set on the board	R[2]	R	C				R (CoB) P (DOC)
Establish and appoint board committees		A	R	C			
Appoint committee chairs and review constitution		A	R				
Attend an academy's Ofsted inspection as the governance representative		S	A	S	S	R	
Establish and appoint Academy LGB members		A	R	S		I / C	P (DOC)
Appoint Chair and Vice Chair of LGB		I	R		A / R		P (DOC)
Appoint governance professional		I	A	R			P (DOC)
Agree clerking arrangements for Academy LGB				R	I	I	P (DOC)
Approve a risk management framework		A (A&RC)	R	C		I	P (DOC)
Approve internal audit strategy and annual internal audit plan		A (A&RC)	R	C			
Review the annual statement of assurance		A (A&RC)	R	S			
Approve a business continuity and emergency response framework		A (A&RC)	R				P (DOC)
Maintain and publish a register of interests for Members and Trustees			A	R			R / P (Clerk)
Maintain and publish a register of interests for Academy LGBs			A	R			R / P (Clerk)

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Area of responsibility	Members	Trustees	CEO	Executive	LGB	Principal	Other
Decisions relating to the School-Led Development Plan		I	A	C	I	R	
Fostering Equity, Diversity and Inclusion		I[3]	R	S	S	S	
Overseeing strategic relationships with the Trust community		I	R	S	S	S	
Adhering to the Articles of Association		A	R	I			
Ensure appointment checks, induction and training are in place		A	R				P (DOC)
Evaluate governance regularly		A	R	S			P (DOC)
Nominate a Careers Lead Trustee		A	R	S			P (Head of Partnership)
Ensuring finance skill set on board		A	R	S			P (DOC)
Managing conflicts of interest and related party transactions		A	C	R			
Ensuring compliance with DfE requirements		A	R	I	I	C / I	P (DOC)
Growth							
Approve to proceed to Stage 1 of due diligence process			R	S			P (CFO / DOC)
Approve to proceed to Stage 2 of due diligence process		A	R	S			P (CFO / DOC)
Prepare 'The Way Forward' for Trustees		A	R	S			P (CFO)
Lead the work on the due diligence process		I	R	S			P (DOC)
Communicating with stakeholders, parents, staff, LA, and DfE.		I	R	S		S	

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Area of responsibility	Members	Trustees	CEO	Executive	LGB	Principal	Other
Education							
Set Trust approach to curriculum, assessment, regarding statutory requirement		A	R		I	C	
Deliver early years foundation stage (EYFS) in line with statutory requirement		A	C	C		R	
Set and deliver school curriculum and assessment in line with the trust's approach		A[4]	C	C		R	
Approve curriculum policies as required (RE, RSHE)		A	R	P	I	S	
Production of trust-wide educational data		I	A	R			
Analysis of educational data		I	A	R	I	S	P (DoE / DoS)
Set behaviour and welfare policies (behaviour, exclusions)		A	R			P	
Deliver careers guidance, with regards to statutory requirements		A	S	S		R	
Ensure compliance with SEND Code of Practice		A	S		S (link gov)	R	
Safeguarding							
Approve an equalities framework to ensure compliance with equalities legislation		A / R	C	S			
Nominate a safeguarding lead trustee		A / R	C	S			
Nominate a SEND lead trustee		A / R	C	S			
Approve governance policies (Data Protection, complaints, whistleblowing)		A / R	C	S	I	I	P (CEO)

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Area of responsibility	Members	Trustees	CEO	Executive	LGB	Principal	Other
Digital standards strategy		A	C	R			P (CIO)
Deliver support for looked after children		A	C	C		R	
Ensure the disclosure and barring service (DBS) and section 128 checks are undertaken in line with trust policy		A	R	S			
Set safeguarding policies (Child Safeguarding, Safer Recruitment, Prevent)		A[5]	R	C		C	P (DoS / DoE)
Ensure safeguarding policy and best practice is implemented in the academy		A		R	S (link gov)		
Ensure admission and attendance registers are kept in accordance with regulations		A		S		R	
Ensure health and safety policies are in place		A	R	C	S (link gov)	C	P (DOC)
Admissions							
Set admissions policies for statutory consultation		A	R	C / P		C	P (DOC)
Determine admissions policies following statutory consultation		A	R	C / P		I	P (DOC)
Implement admission arrangements in accordance with trust policy and local authority coordinated schemes				A		R	S (DOC)

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Area of responsibility	Members	Trustees	CEO	Executive	LGB	Principal	Other
Deal with local authorities on policy issues and the school adjudicator / DfE on admissions related issues				C		R	P (DOC)
Pupil exclusions							
Decide to issue a suspension				C		R	
Decide to permanently exclude, pending a panel meeting				C (CEO)		R	BRC
Consideration of decision to permanently exclude				C	A	R	BRC
School closure							
Decide to close the school for health and safety reasons		I[6]	I (A)	C (CEO)	I	R	
Decide to close the school for any unplanned reasons		I	I (A)	C (CEO)	I	R	
Operations							
Approve or reject proposals for the acquisition / disposal of land / buildings		R (FC)	I	S		I	DfE
Approve major capital works and long-term building projects		R (FC)	I	S		I	P (DOC)
Approve health and safety framework and policies in line with statutory requirements		A	I	C		I	P (DOC)
Implement health and safety framework and policy in academies ensuring compliance		A	I	R	S - link gov	I	P (DOC)

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Area of responsibility	Members	Trustees	CEO	Executive	LGB	Principal	Other
Monitor the academy estate to ensure it is safe and well maintained		A	I	R		I	P (DOC)
Estate Investment Strategy and Asset management Plan		A	C	R		I	P (DOC)
Financial							
Appoint senior executive lead as accounting officer		A / R					
Set delegated authority limits for financial transactions		A		R (CFO)			
Establish controls framework including internal audit		A – (A&R)		R (CFO)			
Develop budget		A[7]		R			P (CFO)
Deliver monthly management accounts and forecasts		A		R			P (CFO)
Manage cash position		I		A			R (CFO)
Investments		A		R (CFO)			
Monitor pupil premium spend, including catch up funding, PE, and Sports premium		A		R			
Appoint external auditor	A / R			S			
Appoint internal auditor		A (A&R)	R	S			
Approve annual report and accounts, with regards to accounts consolidation exercises required by DfE		A/ R					

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Area of responsibility	Members	Trustees	CEO	Executive	LGB	Principal	Other
Set financial policies		A	R				
Write off over payments up to £1,000				R (CFO)			R (AP)
Write off over payments over £1,000				R (CFO)			
Write off bad debt up to £1,000		A		R (CFO)			
Write off bad debt over £1,000		A		R (CFO)			
Ex-gratia payments			A	A (CFO)			DfE if required
Guarantees, indemnities and letters of comfort			A	A (CFO)			DfE if required
Manage conflicts of interest and related party transactions				R (CFO)			
Manage and oversee assets and maintain a fixed asset register		I		R (CFO)		I	
Ensure regularity, propriety and value for money in the organisation's activities				R (CFO)		I	
Ensure compliance with DfE requirements		A[8]		R (CFO)		S	S (All Employees)
Ensure adequate insurance cover is in place		A	R	R			
Human Resources							
Appoint Chief Executive Officer	A	R					
Appoint Chief Financial Officer	I	A	R				
Appoint Company Secretary	I	A	R				

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Area of responsibility	Members	Trustees	CEO	Executive	LGB	Principal	Other
Appoint all other executive positions		C	R				
Appoint principals		I	R	S	I		
Appoint academy senior leaders				A (CEO)	I	R	
Set approach to performance management		A	R	S			P (Head of HR)
Set executive pay		A	R				National increases to be applied automatically
Set principal pay		I	R	S			P (Head of HR)
Overseeing staff wellbeing, workload and working condition		I	R				
Set HR policies (Pay Policy, contractual policies)		A	R	S			P (Head of HR)
Staffing redundancy		A	R	S			P (Head of HR)
Severance payments up to and including £15,000			A	S			P (Head of HR)
Severance payments exceeding £15,000 but up to £50,000		A	C	S			P (Head of HR)
Severance payments up to and exceeding £50,000		C	R	C	DfE Approval		A DfE
Disciplinary hearings require an investigating officer who is independent or senior to the subject.							
Chief Executive Officer		R					
Executives		I	R			R	
Principals		I	C	R			

Academy senior leadership team		I[9]	C	A		R	
Area of responsibility	**Members**	**Trustees**	**CEO**	**Executive**	**LGB**	**Principal**	**Other**
Academy teaching staff and education support staff			C	A		R	
Head Office teaching and education support staff		I	A	R			
Formal hearings for grievance claims made against (the investigating officer must be fully independent or senior to the person being investigated):							
Chief Executive Officer		R					
Executives		I	R				
Principals		I		R			P (Head of HR)
Academy senior leadership team						R	P (Head of HR)
Academy teaching staff and education support staff						R	
Head Office teaching and education support staff				R			
Governors		I[10]		R			P (DOC)
Suspension and dismissal of:							
Chief Executive Officer	I	R					
Governors		I	R	S	C	I	P (Gov Manager)
Executives	I	A	R				
Principals		I	A	R	I		

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Academy senior leadership team			I	I		R	
Academy teaching staff and education support staff				I		R	
Area of responsibility	**Members**	**Trustees**	**CEO**	**Executive**	**LGB**	**Principal**	**Other**
Head office teaching and support staff				R		I	
Communications							
Approval of press release identified as a risk to reputation		C	R	S			
Approval of all press responses			C	R			
Complaints (in accordance with the complaints policy and procedure)							
Complaints at stage 2 in academy						R	
Complaints at stage 2 against Principal			I	R			
Complaints at stage 2 against Executive		I	R				
Complaints at stage 2 against CEO		R[11]					
Complaints at stage 2 against Head Office staff			I	R			
Arranging complaints panel hearing at stage 3 in academy			I	R	S		P (Head of Governance)
Arranging complaints panel hearing at stage 3 against Principal			I	R	A		
Arranging complaints panel hearing at stage 3 against Executive		A					
Arranging complaints panel hearing at stage 3 against CEO		A		R			
Arranging complaints panel hearing at stage 3 against Head office staff		A		R			

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Section 4 - Financial Levels of Authority

No.	Delegated Task	Trust Board/ Committees	Executive Team	Principal
1.	Asset Safeguarding			
1.1	Security of academy assets, including buildings, furniture, equipment, stock, stores and any cash held.		Maintain Assets for inventory management and depreciation	Responsible for arranging the security of physical academy assets and any cash held.
1.2	Write-off of lost or obsolete equipment	Board level approval required for over £10,000 per single item	CEO / CFO Approval up to £10,000	Principal approval up to £1,000
2	Financial Planning, Budgeting, Monitoring and Reporting			
2.1	Setting budget objectives and reserves levels.	Set parameters for reserves as part of approving the reserves policy.	Implement Policy and Objectives approved by the Board	Follow Policy and objectives approved by the Board
2.2	Overseeing the preparation of the annual 3 – year budget	Approve Budget assumptions, and 3- year Budget	Develop budget assumptions, establish CLFP benchmark criteria, prepare a detailed timetable, and submit the BFR to the Department for Education (DfE). DoS/DOE will manage the budget while principals are serving their notice period.	Principals must complete CLFP for DoS/CFO review and oversee their school budget. Note: Principals will not have authority to make financial decisions while they are serving their notice period.
2.3	Maintain a premises strategy and asset management plan, while ensuring financial plans allocate funds for future expenses.	To approve Estate investment Strategy including SCA spend, and delegated reserves spend	CIO / CFO / DOC to lead in the termly reporting of the Estate and IT investment strategy to the Finance Committee	
2.4	Approving unbudgeted spending that would cause an in-year deficit for the academy.	Any single proposal that would put an academy £100k over budget would require approval by the Finance Committee.	CEO / CFO will approve amounts up to £100k.	All requests for additional spend require a written business case detailing their benefits.

				Academies with unauthorised deficits may lose budget management rights.
3	Value for money, awarding contracts, placing orders			
3.1	Selecting a supplier for good and services **below £3,000.**		Ensure preferred suppliers are used when available.	Ensure preferred suppliers are used when available.
3.2	Selecting a supplier for good and services **between £3,001 and £10,000**		Finance Business Managers (FBMs) will authorise orders and ensure that the chosen supplier is either a Preferred Supplier or that **one** written quote was obtained.	At least one quote should be obtained, and approval must be granted by the principal or an authorised budget holder.
3.3	Selecting a supplier for goods and services **between £10,001 and £20,000**		FBMs are to check that **two** written quotes were obtained, and that Preferred Suppliers were included in the two prices where available and agree recommendation of award.	Principals must authorise any proposed purchase where the lowest cost offer is not accepted.
3.4	Selecting a supplier for good and services **between £20,001 and £50,000**		FBMs check that **three** written quotes were obtained, and that Preferred Suppliers were included where available and agree a recommendation of award. **Two** quotes required for works	Principals must authorise any proposed purchase where the lowest cost offer is not accepted. The Director of Operations and Compliance may run a formal tender if needed.
3.5	Selecting a supplier for good and services **over £50,001.**	Board approval over £300,000	Business case required DOC / CFO / CEO approval required. CE approval over £300,000	Business case required. A formal tender process will be conducted according to procurement guidelines. The award will be determined based on the criteria specified in the tender document.

3.6	Waiving pricing or quote requirements when only one suitable supplier is available.	Board Approval required over £200,000 (£300,001 for works)	Business case required CFO / CEO approval required up to £200,000 (£300,000 for works)	Business case required.
3.7	Operating Leases / Contracts		To be signed by Exec Team	To be signed by Exec Team
3.8	Purchase of Alcohol		The Trust prohibits the purchase of alcohol except for use in religious services.	The Trust prohibits the purchase of alcohol except for use in religious services.
4	Payments			
4.1	Authorising reimbursement of personal expenses.	CEO expenses to be authorised by the Chair of the Audit and Risk or Finance Committee or Trust Board.	FBMs to check expenses comply with policy before payment Exec team to approve all Expenses of team members CEO / CFO to approve for all Exec team members CFO can approve up to £200 per claim for CEO	Principals to approve all expenses Principal expenses to be approved by Exec Team
4.2	Supplier payments		Two signatories per mandate	
5	Miscellaneous			
5.1	Making controversial, significant or unusual decisions.	To be notified	CEO / CFO to consider whether any transaction under consideration needs to be referred to the DfE.	

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