

# **The Rowan Learning Trust**

## **Scheme of Delegation 2025-2026 for Local Governance**

Approved by the Board of Trustees on 11<sup>th</sup> July 2025

Signed by the Chair of the Board:

This Scheme of Delegation supersedes all previous versions.

*Ensuring Compliance with Legislation and Financial Regulations*

**The Rowan Learning Trust (RLT) is an education charity with a single legal and moral purpose: “to advance education for the public benefit”. All our schools work in collaboration, as one entity, to improve and maintain high educational standards across the group.**

### **Rationale**

The underlying principles for this Scheme of Delegation are:

- ✓ The Board of Trustees of the Rowan Learning Trust are mindful that their function is to ensure that all statutory obligations are met, and our schools provide a high standard of education to the children we serve whilst operating safely and efficiently.
- ✓ The Rowan Learning Trust is first and foremost a registered Charity and also a Limited Company, and it remains true to its aims and objectives.
- ✓ The Trust Board will use its discretion through delegation to sub-committees including Local Governance Committees.
- ✓ That all schools in the Trust are in a partnership of equals irrespective of their length of membership in the Trust. It is recognised that schools may require different levels of support and can successfully handle different levels of delegation depending on their school performance.
- ✓ The Board of Trustees of the Rowan Learning Trust recognise that Governors of our local schools are best able to service the needs of their school and their local community. The Trust Board’s intention is to provide a framework within the Scheme of Delegation in order for the Governors to make decisions at a local level to meet the needs of the students and the local community.
- ✓ There is an expectation that all Headteachers and Governors support and uphold the Strategic Aims & Objectives, Ethos and Values of the Rowan Learning Trust

## **Scheme of Delegation for Local Governance**

It is important that the Rowan Learning Trust can demonstrate that it has robust and effective governance throughout the whole organisation. The Rowan Learning Trust will establish Local Governance Committees, for its schools, whose governors' role is to oversee the running of delegated aspects of the academies on behalf of the Trust. The membership of the Local Committee shall be for the RLT to decide.

The governing committees are responsible and accountable to the RLT Board for the educational performance and effective and efficient use of resources of their school as set out within the Trust's Scheme of Delegation. Governors are expected to question, challenge and support the academy's leadership and carry out their duties with diligence. The Local Committee is a sub-committee of the Trust Board, and the Board retains the right to intervene and direct the Local governing committee if necessary to ensure that this is the case.

Where leadership and management are deemed not to be good or better, by the RLT board, alternative governance model may be used. This will be determined by the Trust board based on an individual basis using the information provided by a governance review. This will be reviewed and amended based on the progress of the school.

The Chair of the Board, CEO and Director of Governance & Communication will meet with the Headteacher, Chair of Governors and Clerk to Governors twice a year to review and agree Governance arrangements including the provision of special purposes committees.

### **Communication between the Rowan Learning Trust Board and Local Committees**

The Trust Board meet regularly and as often as necessary. The Chair of the Rowan Learning Trust and CEO will schedule meetings with the Chairs of the Local Committees termly. This provides an opportunity for information sharing between the Trust Board and Local Committees and enable issues to be raised which may have influence across the Trust as well as within particular schools. Open dialog is encouraged, and Chair's or Governors are able to communicate with the Chair of the Trust as required.

### Composition of a Local Governing Committee (LGC)

| Type of Member                                 | Number | Term of Office | How they are elected                                                                                                                                                                                                                                                                                                      |
|------------------------------------------------|--------|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Headteacher                                    | 1      | Indefinite     | N/A – by appointment as Headteacher                                                                                                                                                                                                                                                                                       |
| Trust appointed governors                      | 4 – 8  | 4 years        | By Rowan Learning Trust Board resolution. The number of Trust appointed governors will be determined by the Board. The Board will consider any representations made by the Local Governing Committee or predecessor Governing Body prior to conversion when considering the re-appointment of a Trust appointed governor. |
| Staff Governors (1 teaching staff & 1 support) | 2      | 2 years        | Staff election – secret ballot organised by the school                                                                                                                                                                                                                                                                    |
| Parent Governor                                | 2      | 2 years        | Parent election – secret ballot organised by the school                                                                                                                                                                                                                                                                   |

**Note:** The Trust Board reserves the right to remove a governor

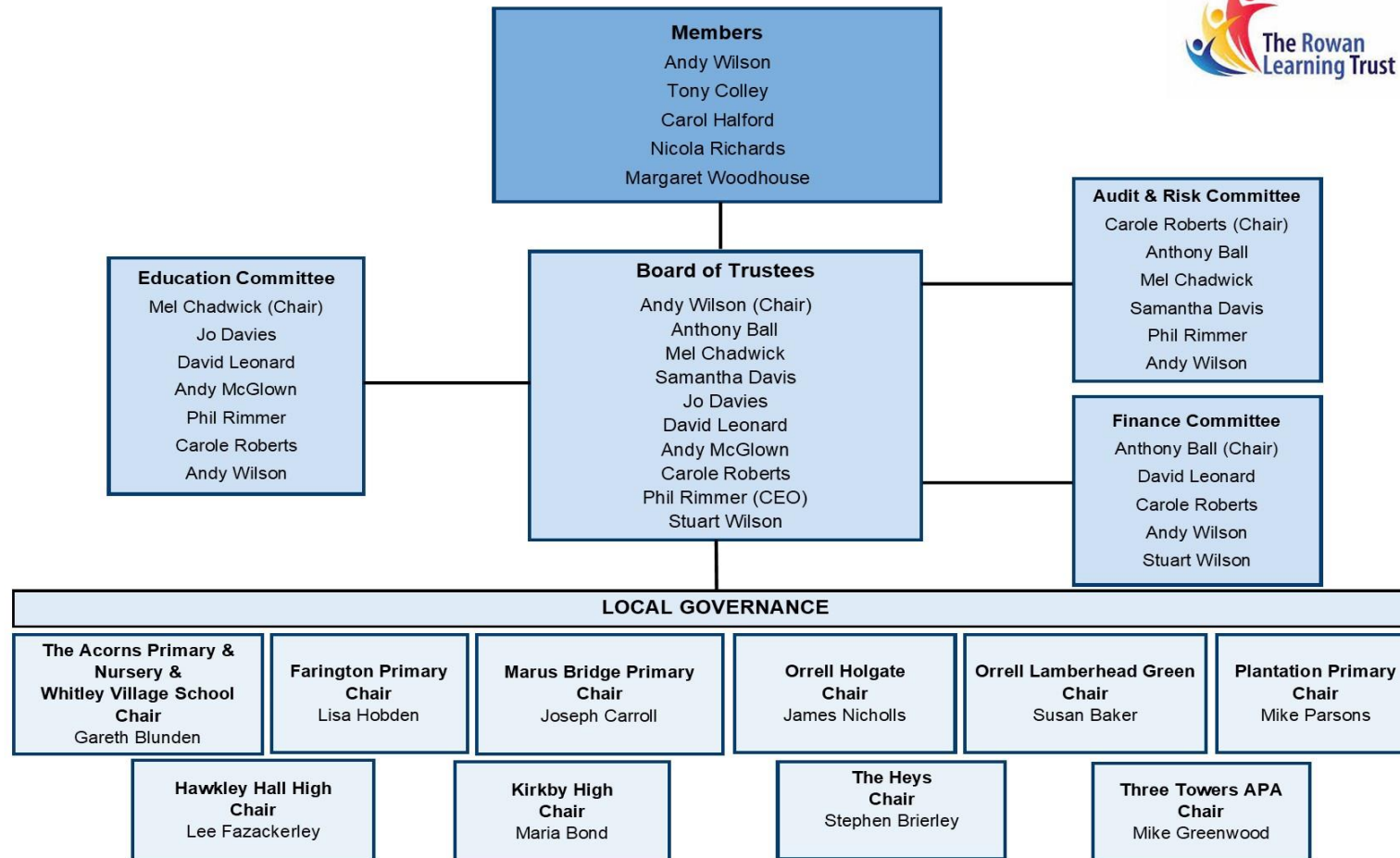
### Governor Expectations

To fulfil the requirements of the role effectively all governors are expected to:

- Support and uphold the strategic aims and objectives, ethos and values of the Rowan Learning Trust – this applies to all Headteachers and Governors
- Follow the RLT governors code of conduct.
- Follow the Nolan Principles of Public Life and lead by example.
- Be prepared to commit the time needed to meet the demands of the role, the needs of the school and the Trust.
- Be prepared to undertake the role of Chair, Vice Chair of the Committee or Sub-Committees
- Carry out their role with diligence, ambition and achieve the full potential of the school.
- Act in the best interest of the children within the Trust
- Represent the whole school community not one person or single interest.
- Commit to their own Continuous Professional Development including attendance at the RLT Governor training sessions.
- Where necessary attend additional meetings for example: RLT Governor’s conference and Ofsted inspections

The Board of Trustees operates and delegates through the governance structure illustrated below:

## Trust Governance



RLT Governance September 2025

## Local School Governance Responsibilities & Accountabilities

|                  |                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|------------------|----------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Education        | <b>Educational Performance</b>                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|                  | School Improvement                                             | <p>Monitor, support and challenge the: School Development Plan, SEF, CPD, quality of teaching and learning, quality assurance processes, strand review feedback, student wellbeing, student behaviour, student admission/appeals, complaints &amp; outcomes, attendance, school holiday pattern, educational visits and residential activities.</p> <p>To adopt and monitor the school's policies on student behaviour and exclusions, safeguarding, SEND, equality, teaching and learning.</p> |
|                  | Curriculum                                                     | <p>Monitor, support and challenge the: Pupil progress, curriculum, pupil attainment, pupil premium, KS updates.</p> <p>To adopt and monitor all curriculum policies</p>                                                                                                                                                                                                                                                                                                                         |
| People & Culture | <b>Effective and efficient use of resources</b>                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|                  | Staffing                                                       | <p>Monitor, support and challenge the: changes in staffing to meet the needs of the school, general staffing updates, staffing matters including flexible working applications, disciplinary, grievance and dismissal.</p> <p>Participate in appointment of staff in accordance with the scheme of delegation.</p> <p>To adopt the Rowan Learning Trust T &amp; C policies</p>                                                                                                                  |
| Business         | Premises                                                       | <p>Monitor, support and challenge the: Site refurbishment and maintenance, IT provision, capital projects, asset management, risk, health and safety matters, safety audits, fire evacuation and lockdown procedures, site survey's including health and safety, condition, asbestos, legionella and glazing, cleaning and catering contracts.</p> <p>To adopt and monitor all premises related policies.</p>                                                                                   |
|                  | Community                                                      | <p>Monitor, support and challenge the: Consultation on admission arrangements, changes to the timings of school sessions, school lettings.</p>                                                                                                                                                                                                                                                                                                                                                  |
| Strategy         | <b>Ensure clarity of vision, ethos and strategic direction</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|                  | Special Purposes                                               | <p>All panel hearings in respect of exclusions, appeals, disciplinary, grievance and complaints.</p>                                                                                                                                                                                                                                                                                                                                                                                            |

| Admissions (mainstream schools) Note: The Rowan Learning Trust is the Admissions Authority. |                     |     |     |                                                                                                                                                                      |
|---------------------------------------------------------------------------------------------|---------------------|-----|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Delegated Duty                                                                              | Delegated Authority |     |     | Comment                                                                                                                                                              |
|                                                                                             | HT                  | LGC | RLT |                                                                                                                                                                      |
| Consultation on policy                                                                      |                     | ✓   |     | All schools will follow their Local Authorities admission policy for EYFS through to KS4 unless there is a specific reason to justify departure agreed with the CEO. |
| Increase in numbers                                                                         |                     |     | ✓   | DfE consent is not required to increase numbers, but any request must be submitted to the Trust board for consideration                                              |
| Decrease in numbers                                                                         |                     |     | ✓   | DfE/RSC consent is required to decrease numbers, and this request must be submitted by the Trust Board.                                                              |
| Temporary oversubscription                                                                  |                     | ✓   | ✓   | Local Committee to recommend to the Trust Board for approval                                                                                                         |
| Change in oversubscription criteria                                                         |                     | ✓   | ✓   | Local Committee to recommend to the Trust Board for approval                                                                                                         |
| Appeals policy                                                                              |                     | ✓   |     | Levels of Appeals to be reported to the CEO and Trust Board.                                                                                                         |

| Admissions (AP schools) Note: The Rowan Learning Trust is the Admissions Authority. |                     |     |     |                                                                                    |
|-------------------------------------------------------------------------------------|---------------------|-----|-----|------------------------------------------------------------------------------------|
| Delegated Duty                                                                      | Delegated Authority |     |     | Comment                                                                            |
|                                                                                     | HT                  | LGC | RLT |                                                                                    |
| Increase in numbers                                                                 |                     |     | ✓   | LA and RLT to agree. DfE, ESFA approve.                                            |
| Decrease in numbers                                                                 |                     |     | ✓   | LA and RLT to agree. DfE, ESFA approve.                                            |
| Temporary oversubscription                                                          |                     |     | ✓   | The Headteacher consulting with the CEO. Recommend to the Trust Board for approval |
| Appeals policy                                                                      |                     | ✓   |     | Levels of Appeals to be reported to the CEO and Trust Board.                       |

## Governance

| Delegated Duty                                              | Delegated Authority |     |     | Comment                        |
|-------------------------------------------------------------|---------------------|-----|-----|--------------------------------|
|                                                             | HT                  | LGC | RLT |                                |
| Appoint or Remove Trust Governors                           |                     |     | ✓   |                                |
| Increase size of LGC                                        |                     |     | ✓   |                                |
| Decrease Size of LGC                                        |                     |     | ✓   |                                |
| Suspend Chair of LGC                                        |                     |     | ✓   |                                |
| Suspend Local Committee member who is not a Trust appointee |                     | ✓   |     | CEO to be consulted in advance |

| Delegated Duty                                               | Delegated Authority |     |     | Comment                                                                                                                                                                                                                                                                                                                                                                         |
|--------------------------------------------------------------|---------------------|-----|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                              | HT                  | LGC | RLT |                                                                                                                                                                                                                                                                                                                                                                                 |
| Suspend Local Committee member who is a Trust appointee      |                     |     | ✓   |                                                                                                                                                                                                                                                                                                                                                                                 |
| Fill vacancy of parent governors                             |                     | ✓   |     | Secret ballot organised by the school                                                                                                                                                                                                                                                                                                                                           |
| Elect chair of Local Committee (LGC)                         |                     | ✓   |     | <p>Excluding anybody with a clear conflict of interest.</p> <p>The chair must have 2 or more years' experience either on the Local Governing Committee or as a senior leader in a good or better school. If a Chair is elected who does not meet this criteria approval is required by the Board of Trustees.</p> <p>Staff Governors are not eligible for the role of Chair</p> |
| Elect vice-chair of Local Committee                          |                     | ✓   |     | Excluding anybody with a clear conflict of interest                                                                                                                                                                                                                                                                                                                             |
| Elect chair and vice chair of Local Committee sub committees |                     | ✓   |     | Excluding anybody with a clear conflict of interest                                                                                                                                                                                                                                                                                                                             |

## Policies

| Delegated Duty           | Delegated Authority |     |     | Comment                          |
|--------------------------|---------------------|-----|-----|----------------------------------|
|                          | HT                  | LGC | RLT |                                  |
| Health and safety policy |                     | ✓   | ✓   | Trust policy adapted by schools. |
| Admissions policies      |                     | ✓   | ✓   | Trust policy adapted by schools. |

## Premises

| Delegated Duty                                        | Delegated Authority |     |     | Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-------------------------------------------------------|---------------------|-----|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                       | HT                  | LGC | RLT |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Capital programmes within the approved annual budget. |                     |     | ✓   | All capital projects are planned and managed centrally via the COO, in agreement with the headteacher and the Trust Executive Team. The procurement policy details the thresholds at which the CEI, Finance Committee or Full Board must approve expenditure.                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Capital Programme Contract Variations                 |                     |     | ✓   | <p>All capital programmes will include an appropriate element of contingency to cover minor variations that are required for delivery of the project. The COO has discretion to approve contingency spend.</p> <p>Significant variations, or variations that are not essential to project delivery, will be considered and agreed by the COO in discussion with the headteacher and with the approval of the CEO.</p>                                                                                                                                                                                                                                                                                                                |
| Health and Safety                                     | ✓                   |     | ✓   | <p>Health &amp; Safety within school is the responsibility of the headteacher, as detailed in the Health &amp; Safety Policy</p> <p>When premises projects are being undertaken on a school site, the COO will ensure that contractors have appropriate health &amp; safety measures in place, and these will be audited where necessary.</p> <p>When projects are being undertaken on a live school site (i.e. not during holiday time) the headteacher or a representative will be involved in a pre-start meeting with the contractor to ensure all appropriate H&amp;S and safeguarding measures are taken.</p> <p>Any health &amp; safety incident will be reported as per the procedure in the Health &amp; Safety policy.</p> |
| Maintaining risk register                             |                     |     | ✓   | The Trust must manage risk to ensure its effective operation and must maintain a risk register. The board should hold oversight of strategic risks across the trust. Local Governance can hold oversight of school-level risks.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

## Finance

| Delegated Duty                                        | Delegated Authority |     |     | Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-------------------------------------------------------|---------------------|-----|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                       | HT                  | LGC | RLT |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Income Generation                                     | ✓                   |     |     | The headteacher will monitor the activities carried out to ensure they meet the high professional standards the Trust requires, are properly marketed, adequate insurance and risk assessments are in place. The RLT receive reports from the Internal Auditors. Such income generation must appear as a separate entry in the management accounts, annual accounts, budgets and other financial information generated by the school.                                                                                                                                                                                                                                                                         |
| Insurance (building, indemnity and school trips)      |                     |     | ✓   | The Trust will use its purchasing power to ensure that all schools receive best value and value for money with their insurance. Each School will have individual membership with the RPA, which is top sliced from GAG funding before RLT receives its allocation. Schools must monitor additional insurance cover to ensure it is adequate, fit for purpose and report any deficiencies to the COO.                                                                                                                                                                                                                                                                                                          |
| Other Insurance (e.g., motor, sickness and maternity) | ✓                   |     | ✓   | <p>The headteacher must ensure that adequate insurance is in place for all motor vehicles owned and operated by the school. This must provide fully comprehensive cover for all authorised drivers and the school must maintain a log of all authorised drivers, the status of their driving licence and any penalty points. The school must also ensure all drivers are aware and comply with any restrictions imposed by the insurance company. The Rowan Learning Trust Board will stipulate what cover is required.</p> <p><b>Sickness and maternity</b> – Any new sickness and maternity cover policies must be approved by the TET. Existing policies must be reviewed by the TET prior to renewal.</p> |
| Appoint External Auditors                             |                     |     | ✓   | The same Auditors will work across the Trust. There must be separation between the External and Internal Auditors.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Appoint Internal Auditors                             |                     |     | ✓   | The same Auditors will work across the Trust. There must be separation between the External and Internal Auditors                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

| Delegated Duty                        | Delegated Authority |     |     | Comment                                                                                                                                                                                                                                                              |
|---------------------------------------|---------------------|-----|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                       | HT                  | LGC | RLT |                                                                                                                                                                                                                                                                      |
| Agree the Annual Report and Accounts  |                     |     | ✓   | The Trust will instruct its designated accountancy firm to produce annual accounts in the required format, which will be approved by the Board, published on the Trust website each year, and submitted to the DFE and Companies House as required by legislation.   |
| Prepare Annual School Budget Plan     | ✓                   |     |     | Each school's budget will be prepared in consultation with the headteacher, Director of Phase, and finance managers. 2 drafts will be submitted to the CFO and CEO for review before a final draft is agreed and shared with the LGC.                                |
| Approve Annual Budget                 |                     |     | ✓   | The final budget must be approved by the RLT Board.                                                                                                                                                                                                                  |
| Vary Central Functions Levy           |                     |     | ✓   | The RLT board will, in conjunction with the CEO, review the Central Functions Levy for non-GAG-Pooled schools annually and make variations as appropriate.                                                                                                           |
| Prepare monthly management accounts.  | ✓                   |     | ✓   | School Business/Finance Manager is responsible: Management accounts <b>must</b> be shared with chair of Local Committee and Headteacher and submitted to CFO on a monthly basis.                                                                                     |
| Appoint Accounting Officer            |                     |     | ✓   | The Accounting Officer is the CEO for all schools in the Trust.                                                                                                                                                                                                      |
| Investments                           |                     |     | ✓   | Pooled reserves will be invested in an approved high-interest arrangement, ensuring security of reserves alongside maximisation of return, and adequate cashflow, as per the RLT Investments Policy.                                                                 |
| IT Software                           |                     |     | ✓   | Purchase of, or use of open source software must be in consultation with the Trust's Director of IT and Cyber Security and any purchases must comply with the financial delegations. Software can only be installed in accordance with Trust data security policies. |
| IT Hardware (Classroom / Office)      |                     |     | ✓   | Purchase of hardware must be in consultation with the Director of IT and Cyber Security and any purchase comply with the financial delegations.                                                                                                                      |
| IT Sundry's                           | ✓                   |     |     | Purchase of small items. List will be provided by the Director of IT and Cyber Security.                                                                                                                                                                             |
| IT Hardware (presentation / backroom) |                     |     | ✓   | Purchases will be in line with the agreed RLT IT Strategy and procured centrally via the Director of IT and Cyber Security.                                                                                                                                          |

| Delegated Duty                                | Delegated Authority |     |     | Comment                                                                                                                                                                                                                                                                                                                                                                                                      |
|-----------------------------------------------|---------------------|-----|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                               | HT                  | LGC | RLT |                                                                                                                                                                                                                                                                                                                                                                                                              |
| Service Level Agreements / Contracts          |                     |     | ✓   | Any new service level agreements or contracts must be approved by the COO prior to entering into an arrangement. The Trust will maintain a central SLA and Contracts register.<br><br>Schools will provide a list of their proposed Local Authority SLAs to the COO by 1 <sup>st</sup> February for discussion / approval.                                                                                   |
| Charging and remissions policy for activities |                     |     | ✓   | Variation on the policy for AP schools by agreement with the CEO.                                                                                                                                                                                                                                                                                                                                            |
| Commercial sponsorship arrangements           |                     |     | ✓   |                                                                                                                                                                                                                                                                                                                                                                                                              |
| Finance Agreements                            |                     |     | ✓   | Operating lease agreements must only be entered into in consultation with the COO and with the approval of the CEO.<br><br>Finance agreements must only be considered for purchases on the DFE approved list, and in consultation with the COO and with approval of the CEO.<br><br>Financial levels of authority for leases will follow the same process as if for an outright purchase, as outlined below. |

### Financial Levels of Authority\*

All procurement must be carried out in accordance with the principles set out in the Public Procurement Act 2023, including non-discrimination, equal treatment, transparency, fair competition, and proportionality. For contracts exceeding the relevant thresholds, a formal procurement procedure must be followed in line with the requirements of the Act and associated regulations. These principles apply throughout the procurement lifecycle to ensure openness, integrity, and value for money in the award of public contracts.

| Delegated Duty                                                                                        | Value                                 | Delegated Authority |     |     | Comment                                                                                                                                                             |
|-------------------------------------------------------------------------------------------------------|---------------------------------------|---------------------|-----|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                       |                                       | HT                  | LGC | RLT |                                                                                                                                                                     |
| Authorising monthly salary payments                                                                   | In line with the salary budget        | ✓                   |     |     | Headteacher, Finance Manager or designated school HR representative.                                                                                                |
| Signatures for BACS payment authorisations and other bank transfers                                   | Up to £20,000                         | ✓                   |     |     | Any two signatures in line with the Bank Mandate                                                                                                                    |
|                                                                                                       | Any amounts between £20,000 - £49,999 | ✓                   |     | ✓   | Two signatures in accordance with the bank mandate and one must be the HT or RLT                                                                                    |
|                                                                                                       | £50,000 +                             | ✓                   |     | ✓   | Two signatures in line with the bank mandate which must be HT & RLT or in the Headteacher's absence two RLT signatories.                                            |
| Signatories for grant claims and DfE Returns                                                          | Unlimited                             |                     |     | ✓   | CFO and CEO, or as required by DfE or other grant awarding body.                                                                                                    |
| Local grants                                                                                          | Unlimited                             | ✓                   |     |     | Headteacher or as required by the grant awarding body.                                                                                                              |
| Virement of budget provision between budget headings                                                  | Up to £30,000                         | ✓                   |     |     | Headteacher & Business/Finance Manager.                                                                                                                             |
|                                                                                                       | £30,001 - £50,000                     |                     | ✓   | ✓   | Reported to the Rowan Learning Trust Finance Committee. Headteacher to agree with Director of Phase.                                                                |
|                                                                                                       | Over £50,000                          |                     | ✓   | ✓   | CEO. Reported to the Rowan Learning Trust Finance Committee via management accounts.                                                                                |
| Disposal of assets (not land, buildings or heritage assets, which all need to be notified to the DfE) | Up to £5000                           | ✓                   |     |     | Reported to finance to ensure that accounting records are kept up to date.                                                                                          |
|                                                                                                       | Up to £20,000                         | ✓                   |     | ✓   | Headteacher and Director of Phase to agree. Finance department to be informed.<br>Reported to the Rowan Learning Trust Finance Committee via management accounts.   |
|                                                                                                       | Over £20,000                          |                     |     | ✓   | Headteacher, Director of Phase and CEO to agree. Reported to the Rowan Learning Trust Finance Committee via management accounts. Finance department to be informed. |

| Delegated Duty                                                               | Value                                                             | Delegated Authority |     |     | Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|------------------------------------------------------------------------------|-------------------------------------------------------------------|---------------------|-----|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                              |                                                                   | HT                  | LGC | RLT |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Write-off bad debts                                                          | Up to £1000                                                       | ✓                   | ✓   |     | Headteacher and Local Committee. Recorded centrally.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|                                                                              | Over £1,000                                                       |                     | ✓   | ✓   | Chair of Local Committee, and Director of Phase. Record centrally. Reported to the Rowan Learning Trust Board via management accounts.                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Write-off overpayments to staff                                              | Up to £500                                                        | ✓                   |     |     | Headteacher. Recorded centrally.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|                                                                              | Up to £1,000                                                      | ✓                   |     | ✓   | Director of Phase, Headteacher Reported to the Rowan Learning Trust Finance Committee via management accounts. Recorded centrally                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|                                                                              | Over £1,000                                                       | ✓                   |     | ✓   | CEO, Director of Phase and reported to the Rowan Learning Trust Finance Committee. Recorded centrally.                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Petty Cash                                                                   | £300 (Primary, Secondary and TT Whelley)<br><br>£500 (TT Hindley) | ✓                   |     | ✓   | <p><b>**NEED TO CHECK THIS SECTION AGAINST CURRENT PRACTICE**</b></p> <p>Operated by the administration assistant. Checked by the Business Manager</p> <p>Maximum of £50* per individual item</p> <p>Three Towers – Maximum of £100* per individual item</p> <p>*Limit can be exceeded in exceptional circumstances with prior agreement from the CEO.</p> <p>The use of cash should be kept to an absolute minimum. £2,000 maximum petty cash withdrawal per year. Approval required from the Rowan Learning Trust Finance Committee for use of more than £2,000 per year</p> |
| Authority to incur expenditure within approved annual budget. (non-staffing) | £0 to £40,000                                                     | ✓                   |     |     | Headteacher will delegate responsibility for individual faculty & departmental budgets as appropriate.                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|                                                                              | £40,001                                                           |                     |     | ✓   | ; Spend of above £40,000 must follow the guidance in the Competitive Tendering Policy, which stipulates the process for different values of contract. A member of the Trust Leadership Team must be involved in any tendering process.                                                                                                                                                                                                                                                                                                                                         |

| Delegated Duty                                                                                                      | Value                                                                  | Delegated Authority |     |     | Comment                                                                                                                                                                                         |
|---------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|---------------------|-----|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                     |                                                                        | HT                  | LGC | RLT |                                                                                                                                                                                                 |
| Authority to incur expenditure, outside approved annual budget (these values are total values not per transaction). | £0 to £60,000                                                          |                     |     | ✓   | Headteacher and Director of Phase to agree, in consultation with the appropriate member of the TLT. Where this spend would require the use of central reserves, this must be agreed by the CEO. |
|                                                                                                                     | £60,001 to Threshold defined in the Public Procurement Act 2023.       |                     |     | ✓   | Headteacher and Director of Phase to agree and submit to TET to agree.                                                                                                                          |
|                                                                                                                     | Values above the Threshold defined in the Public Procurement Act 2023. |                     |     | ✓   | Headteacher and Director of Phase to agree and submit to TET to agree and submit for approval to Board of Trustees.                                                                             |
| Authority to incur expenditure from SCA and specific capital budgets.                                               | As per the Central Services Scheme of Delegation                       |                     |     |     |                                                                                                                                                                                                 |
| Purchase or sale of freehold property                                                                               | Any                                                                    |                     |     | ✓   | RLT Board of Trustees plus DfE approval required                                                                                                                                                |
| Granting or taking up of any leasehold or tenancy agreement exceeding 1 year                                        | Any                                                                    |                     |     | ✓   | RLT Board of Trustees (DfE approval required for lease 7 years+)                                                                                                                                |
| Any guarantees, indemnities and letters of comfort entered into                                                     | Any                                                                    |                     |     | ✓   | RLT Board of Trustees, plus DfE approval required                                                                                                                                               |

| Delegated Duty                                                              | Value | Delegated Authority |     |     | Comment                                                                                                                                                                                                                                                                                                                                                         |
|-----------------------------------------------------------------------------|-------|---------------------|-----|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                             |       | HT                  | LGC | RLT |                                                                                                                                                                                                                                                                                                                                                                 |
| Ex-gratia payments                                                          | Any   |                     |     | ✓   | In line with Trust policy. Ex-gratia payments must always be referred to DFE for prior approval. HM Treasury approval may also be needed.                                                                                                                                                                                                                       |
| Related party transactions                                                  | Any   |                     |     | ✓   | Accounting Officer & Chair of RLT Board & Chair of the Finance Committee. Report to Trust board. Must obtain ESFA approval prior to the spend being agreed.                                                                                                                                                                                                     |
| Defending Legal Claims                                                      | Any   |                     |     | ✓   | CFO / CEO, assisted by third party legal support where required.                                                                                                                                                                                                                                                                                                |
| Ability to incur expenditure for the purchase of gifts                      | Any   | ✓                   |     | ✓   | As per the gifts and hospitality policy. A register must be maintained.                                                                                                                                                                                                                                                                                         |
| Compromising Legal claims/ compromise agreement                             | Any   |                     |     | ✓   | Where this is within contractual limits, CEO to approve.<br><br>Sums of £50k+ must be approved by DFE.                                                                                                                                                                                                                                                          |
| Issuing legal Claims                                                        | Any   |                     |     | ✓   | In consultation with the COO.                                                                                                                                                                                                                                                                                                                                   |
| Investigate Financial Irregularities                                        | Any   | ✓                   |     | ✓   | RLT Board of Trustees, CEO, Headteacher: <ul style="list-style-type: none"> <li>• Within a finance team in a school – Headteacher &amp; CFO</li> <li>• Within a school potentially involving the Headteacher and/or school Finance Manager – Director of Phase &amp; CFO</li> </ul> Within the Trust potentially involving the CEO and/or CFO – The Trust Board |
| Monitoring pupil premium spends including any specifically targeted grants. | Any   | ✓                   | ✓   |     | LGCs should discuss with senior leaders the rationale for spending pupil premium and ensure that both pupil need, and effective practice are central to the strategy.                                                                                                                                                                                           |
| Managing cash position                                                      |       |                     | ✓   |     | It is the responsibility of the finance team to manage cashflow.                                                                                                                                                                                                                                                                                                |

Note: For further detail please refer to the RLT Finance Manual

## HR Levels of Authority

| SCHOOL APPOINTMENTS                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                 |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>All appointment panels must contain at least one member who has undertaken Safer Recruitment Training.</b></p> <p><b>The CEO may nominate an alternative representative if they are unavailable to make up a panel.</b></p> <p><b>In the case of and internal appointment for a maternity cover the requirements set out below can be amended in discussion with the CEO</b></p> |                                                                                                                                                                                                                 |
| Headteacher                                                                                                                                                                                                                                                                                                                                                                            | CEO and Director of phase, Chair of RLT or a board member, Chair or Vice Chair of the LGC and at least one other member of the LGC. Any other person deemed appropriate by the Deputy CEO/Director of phase.    |
| Head of School, Deputy Headteacher/Assistant Headteacher                                                                                                                                                                                                                                                                                                                               | Deputy CEO/Director of phase, Headteacher, a local governing committee member and at least two others of appropriate seniority determined by the Headteacher in consultation with Deputy CEO/Director of phase. |
| TLR Posts/Lead Practitioner                                                                                                                                                                                                                                                                                                                                                            | Headteacher and Deputy or Assistant Headteacher and one other determined by the Headteacher in consultation with Deputy CEO/Director of phase.                                                                  |
| All other Teaching posts                                                                                                                                                                                                                                                                                                                                                               | Headteacher and Deputy or Assistant Headteacher and Head of Faculty/Department (or equivalent)                                                                                                                  |
| Support staff posts (HR, estates, finance & IT)                                                                                                                                                                                                                                                                                                                                        | Headteacher and/or one member of SLT, appropriate Director or Senior Manager of RLT, and at least one other determined by the Headteacher.                                                                      |
| All Support Staff posts (other than senior)                                                                                                                                                                                                                                                                                                                                            | SLT member and two others determined by the Headteacher                                                                                                                                                         |

| DISCIPLINARY CASES AND DISMISSALS                                                                                                                                                                                           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Where a disciplinary panel is required, the panel will be typically formed by members of the trust board, senior leaders or external experts. The panel will be determined by the CEO in consultation with the trust board. |

| OTHER HR FUNCTIONS                      |                     |                                                                                                                                                                       |
|-----------------------------------------|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Settlement Agreements                   | Delegated Authority | Comments                                                                                                                                                              |
|                                         | RLT                 |                                                                                                                                                                       |
| Settlements up to and including £30,000 | ✓                   | CEO to approve severance amount, in consultation with the Director of HR. CEO to sign.                                                                                |
| Settlements between £30,000 and £49,999 | ✓                   | CEO to propose severance terms, in consultation with the Director of HR. Approved by the finance committee. CEO to sign.                                              |
| Settlements more than £50,000           | ✓                   | CEO and Board of Trustees to agree terms, in consultation with the Director of HR. Approval must be sought from the ESFA/DfE. Approved by the RLT Board, CEO to sign. |

| Signature of Letter of Appointments | Delegated Authority |     |     | Comments                                                                                                                                                                                                          |
|-------------------------------------|---------------------|-----|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                     | HT                  | LGC | RLT |                                                                                                                                                                                                                   |
| Headteacher                         |                     |     | ✓   | CEO                                                                                                                                                                                                               |
| All other posts                     | ✓                   |     |     | Headteacher                                                                                                                                                                                                       |
| Teachers Pay – Threshold/UPS        | ✓                   |     |     | Headteacher                                                                                                                                                                                                       |
| Pre-employment checks               | ✓                   |     |     | Ensuring delivery of pre-employment checks, in line with keeping children safe in education, including DBS, Section 128, Rights to Work, evidence of qualifications, medical clearance and employment references. |

| Acting up Payments/Additional Payments | Delegated Authority |     |     | Comment                                          |
|----------------------------------------|---------------------|-----|-----|--------------------------------------------------|
|                                        | HT                  | LGC | RLT |                                                  |
| Acting Headteacher                     |                     |     | ✓   | CEO in consultation with DCEO/Director of phase. |
| Acting Senior Leader                   |                     |     | ✓   | CEO in consultation with DCEO/Director of phase. |
| All other School Staff                 | ✓                   |     |     | Headteacher and DCEO/Director of phase.          |

| FILLING A VACANT POST – IN AGREEMENT WITH DCEO/DIRECTOR OF PHASE                                                                             |                     |     |     |                                                                                                                                                                                                                      |
|----------------------------------------------------------------------------------------------------------------------------------------------|---------------------|-----|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Changes to Pay and Structures                                                                                                                | Delegated Authority |     |     | Comment                                                                                                                                                                                                              |
|                                                                                                                                              | HT                  | LGC | RLT |                                                                                                                                                                                                                      |
| School staffing restructures that may result in redundancy or change to existing contractual terms that are not covered in the points below. | ✓                   |     |     | Headteacher in agreement with Director of Phase and where there a link to the central function, the appropriate Director. Advice must be sought from the CEO and Director of HR.<br><br>LGC to listen to the appeal. |
| Re-grading/re-designation/ increase in hours.                                                                                                | ✓                   |     |     | Headteacher in consultation with DCEO/Director of phase with advice sought from the Director of HR.                                                                                                                  |
| Creation of permanent or temporary posts within a School                                                                                     | ✓                   |     |     | Headteacher in consultation with DCEO/Director of phase with advice sought from the Director of HR.                                                                                                                  |
| Revisions to Pay and Conditions (must be made by collective agreement)                                                                       |                     |     | ✓   | RLT Board of Trustees.                                                                                                                                                                                               |

|                                                                                                     | Delegated Authority |     | Comment                                                                                                                                                                                                                            |
|-----------------------------------------------------------------------------------------------------|---------------------|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                     | LGC                 | RLT |                                                                                                                                                                                                                                    |
| Authorisation of early retirement applications.                                                     |                     | ✓   | CEO in consultation with Director of HR, approved by the RLT Finance Committee and reported to the Local Committee.                                                                                                                |
| Authorisation of ill health retirement applications                                                 | ✓                   | ✓   | CEO in consultation with Director of HR up to the value of £50k and reported to the Local Committee. Over the value of £50k will be approved by the RLT Finance Committee.                                                         |
| Determination of Headteacher's pay range                                                            |                     | ✓   | RLT Board of Trustees                                                                                                                                                                                                              |
| Determination of pay progression of the Headteacher within their pay grade                          |                     | ✓   | Automatic pay progression from September 2020 unless there is a capability issue identified through the performance management process. In which case the RLT Board of Trustees.                                                   |
| Determination of pay progression of all teaching staff within their pay grade (including Threshold) |                     | ✓   | Automatic pay progression from September 2020 unless there is a capability issue identified through the performance management process. In which case the Headteacher will present a recommendation to the DCEO/Director of phase. |

**Any other delegated Authority not described above would need to be referred to the CEO.**

## Education

| Delegated Duty                                                        | Delegated Authority |     |     | Comment                                                                                                                                                                                                                                                                                                 |
|-----------------------------------------------------------------------|---------------------|-----|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                       | HT                  | LGC | RLT |                                                                                                                                                                                                                                                                                                         |
| Behaviour and Student Discipline Policy                               | ✓                   | ✓   |     | The policy should be reviewed annually in consultation with DCEO/Director of Phase and adopted by the LGC.                                                                                                                                                                                              |
| Suspensions                                                           | ✓                   |     |     |                                                                                                                                                                                                                                                                                                         |
| Permanent Exclusions                                                  | ✓                   | ✓   |     | Permanent exclusions: Headteachers will discuss with their line manager prior to final decision. If the Local Committee upholds the exclusion and the parent requests an appeal the RLT must be contacted to arrange a buy-back of an Independent Review Panel.                                         |
| Safeguarding                                                          | ✓                   | ✓   |     | The Policy must be in accordance with statutory guidance (KCSiE), the relevant local authority's policy and must be published on the school website in accordance with DfE guidelines. The policy should be reviewed annually and adopted by the LGC.                                                   |
| Responsibility for the quality assurance of the single central record | ✓                   |     |     | Checks every half term by the headteacher. Director of HR will quality assure.                                                                                                                                                                                                                          |
| Curriculum Design                                                     | ✓                   |     |     | It is a requirement of the School Funding Agreement that a broad and balanced curriculum is provided. The Headteacher will set the curriculum, which must be shared with the Local Committee. Any changes must be agreed with the with the Director of phase prior to sharing with the Local Committee. |
| Review and Monitor Curriculum Design and implementation               | ✓                   |     | ✓   | Headteacher is responsible and the process will be in consultation with the DCEO/ Director of Phase.                                                                                                                                                                                                    |
| Provision of Religious Education                                      | ✓                   |     |     | It is a requirement of the School Funding Agreement that Religious Education is provided. AP academies are exempt.                                                                                                                                                                                      |
| Provision of Relationships and Sex Education                          | ✓                   |     |     | It is a requirement of the School Funding Agreement that Relationships and Sex Education is provided. AP academies are exempt.                                                                                                                                                                          |

| Delegated Duty                                                                     | Delegated Authority |     |     | Comment                                                                                                                                                                                                               |
|------------------------------------------------------------------------------------|---------------------|-----|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                    | HT                  | LGC | RLT |                                                                                                                                                                                                                       |
| Provision of Collective Worship                                                    | ✓                   |     |     | It is a requirement of the School Funding Agreement that Collective Worship is provided. AP academies are exempt.                                                                                                     |
| PSHE provision                                                                     | ✓                   |     |     |                                                                                                                                                                                                                       |
| CEIAG provision                                                                    | ✓                   |     |     | Schools should place the eight Gatsby Career Benchmarks at the heart of its strategy.                                                                                                                                 |
| Provision of Free School Meals                                                     | ✓                   |     |     |                                                                                                                                                                                                                       |
| Adoption and Review of home-school agreements                                      | ✓                   |     |     |                                                                                                                                                                                                                       |
| Format of School Day                                                               | ✓                   |     | ✓   | Headteacher is responsible and the process will be in consultation with the DCEO/Director of Phase.                                                                                                                   |
| Length of School Day                                                               | ✓                   |     | ✓   | Headteacher is responsible and the process will be in consultation with the DCEO/Director of Phase.                                                                                                                   |
| Pattern of school term and school holidays                                         |                     | ✓   |     |                                                                                                                                                                                                                       |
| Maintain school development plan                                                   | ✓                   |     |     | Agreed with DCEO/Director of Phase and made available to the Local Committee.                                                                                                                                         |
| Maintain school SEF                                                                | ✓                   |     |     | Agreed with DCEO/Director of Phase and made available to the Local Committee.                                                                                                                                         |
| Issuing Press Statements                                                           | ✓                   |     |     | Press statements must be approved by the CEO (taking legal advice if appropriate) in advance them being issued.                                                                                                       |
| Providing school to school support outside the Trust                               | ✓                   |     | ✓   | Headteacher recommendation and DCEO/Director of Phase approval required                                                                                                                                               |
| Delivering support for looked after children                                       | ✓                   |     |     | Schools are required to appoint a designated teacher to promote the educational achievement of looked after and certain previously looked after children who are on the school roll.                                  |
| Delivering Early Years Foundation Stage (EYFS) in line with statutory requirements | ✓                   |     |     | The EYFS sets out requirements for both learning and development, and safeguarding and welfare provision for children from birth to five. EYFS policies and procedures should be set in line with the EYFS framework. |

| Delegated Duty                                                                                                            | Delegated Authority |     |     | Comments                                                                                                                                                                         |
|---------------------------------------------------------------------------------------------------------------------------|---------------------|-----|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                           | HT                  | LGC | RLT |                                                                                                                                                                                  |
| Production and analysis of data                                                                                           | ✓                   |     |     | LGCs must have access to objective, high quality and timely data if it is to ensure and embed robust accountability and know the questions that need to be asked of the leaders. |
| Ensuring compliance with SEND Code of Practice                                                                            | ✓                   |     |     | Legal duties on SEND are set out in the Children and Families Act 2014 and statutory guidance on the SEND code of practice.                                                      |
| Keeping admission and attendance registers                                                                                | ✓                   |     |     | Schools must keep admission and attendance registers in accordance with regulations.                                                                                             |
| Monitoring and reporting of pupil premium spend including year 7 literacy and numeracy catch-up and PE and sports premium | ✓                   |     |     | Ensure the documentation is published on the website in line with guidance.                                                                                                      |