

The Sheffield UTC Academy Trust: Scheme of Delegation

The Sheffield UTC Academy Trust Scheme of Delegation sets out the delegated powers from the Trust Board to others involved in the governance and operations of the Sheffield UTC Academies.

It shows the responsibilities of the

- Trust Board
- Trust Finance Committee
- Governing Bodies
- The Executive Principal
- The Business & Operations Director
- Local Principals of individual academies (UTCs)

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

The Scheme of Delegation outlines both the Trust sub-committee delegated responsibility and tables outlining specific powers relating to Trust activities.

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

- Approve (A)
- Recommend (R)
- Propose (P)
- Develop (D)
- Monitor & Report (M)
- Consulted (C)

Delegation of powers of Trustees

Trusteeship (and directorship which necessarily follows) is a personal office of trust and responsibility and this cannot be transferred to another individual. However, in order to ensure the proper management of the Academies, the Trustees are able to delegate specific tasks to assist them in carrying out their duties and obligations.

It is for the Trust Board to determine what decisions it will take for itself, what will be delegated to committees, working groups or individual Trustees (e.g. the Chair) and what will be delegated to the Executive Team. The Trustees must also consider when and from whom they should take professional advice.

Delegation within our Trust will be made to Board committees including the following committees:

- Finance (Resources)
- Local Governing Body (LGBs)
- Education Standards and Performance (Educational Quality Committee).

Joint Resources Committee

Terms of Reference

1. Purpose

The purpose of the Committee is to exercise the powers and duties of the Sheffield UTC Academy Trust as delegated under the Scheme of Delegation in respect of the financial administration of the UTCs except for those delegated to the Executive Team.

2. Membership

2.1 The Committee will consist of at least 4 Trustees (this excludes the Chair's to the local Governing Bodies), the Executive Principal (Accounting Officer), the Business & Operations Director (Chief Financial Officer) and 1 local Governor from each UTC. The Principals (or Vice Principal in their absence) from each UTC may attend but will not be entitled to vote. The Trust Finance Liaison will attend but will not vote. Ideally, there will be a Trustee who is a qualified accountant who will chair the committee.

3. Skills of Members

Membership of the Committee, as far as possible, will include members with the following skills / areas of expertise: -

- Qualified accountant
- Financial Management
- Marketing
- Human Resources
- Organisational Development
- Risk Management
- Customer relations
- Health & Safety
- Procurement

4. Quorum

The quorum shall consist of 4 members of which at least 3 must be Trustees (excluding the local Principals).

5. Attendance at meetings

5.1 The Secretary of the Trust will Clerk the meetings.

5.2 Members of the UTC Leadership Team (i.e. Curriculum Directors) may be invited to attend meetings for specific items.

6. Duties

The duties of the Committee will be:-

6.1 Budgets/Budgetary Control

- a) Undertaking all aspects of the Trust's financial management as per the Trust's Scheme of Delegation.
- b) Reviewing the annual budget prior to the start of each financial year and recommending its acceptance, or otherwise to the Trust, prior to submission deadlines as set out in the Academies Financial Handbook.
- c) Considering budgetary control reports on the UTC's financial position at every meeting, taking appropriate action to contain expenditure within the budget and report to the Trust.
- d) Reviewing the virement of sums over £50,000 between budget heads, as approved and authorised by the Executive Principal and Business & Operations Director, which are to be formally notified to the Resources Committee who shall minute the notification.
- e) Reporting to the Trust all significant financial matters, any actual or potential overspend, and any failures to meet targets (i.e. student recruitment) which will impact on the approved budget.
- f) Monitoring income and expenditure, through regular management accounts and reporting to the Trust, any significant shortfall in income / anticipated overspend.

6.2 Purchasing

Authorising the award of orders and contracts in accordance with the Financial Regulations and Scheme of Delegation.

6.3 Insurances

Ensuring that arrangements for appropriate insurance cover are in place and adequate.

6.4 Security of Assets

- a) Ensuring that there are annual independent checks of assets and the asset register.
- b) Authorising the disposal of individual items of equipment and materials that have become surplus to requirements, unusable or obsolete with an original purchase value between £5000 to £10,000 and reporting such authorisations to the Trust. Items over the value of £10,000 must be authorised by the Trust Board.

6.5 Accounts and Audit

- a) Reviewing the draft financial statements and highlighting any significant issues to the Trust, prior to approval by the Trust for submission in accordance with the Academies Financial Handbook.
- b) To undertake the functions of an Audit Committee.

6.6 Human Resources

Acting on behalf of the Trust in respect of Human Resources related matters.

6.7 Health & Safety

Receiving each UTCs Health and Safety Annual reports, advising the Trust, and ensuring that any concerns are attended to / improvements implemented across the Trust.

6.8 Estates Matters

Discussing capital expenditure relating to each UTC to recommend for approval at the Trust Board.

7. Authority

The Committee is authorised to seek any information it requires from any employee, although normally this will be through the Executive Principal.

8. Management of Risks

The Committee will be responsible for monitoring action taken by management to mitigate risks in relation to the UTC's financial performance; non-compliance with financial regulatory requirements; non-compliance with relevant legislation (i.e. Health & Safety, Employment)

9. Frequency of meetings

The Committee shall meet normally once per term although a meeting can be convened more often if required.

10. Proceedings of Meetings

Every decision shall be determined by the majority of voting members present. Where there is an equal division in the case of a vote, the Chair will have a second or casting vote.

Local Governing Body

Terms of Reference

11. Purpose

The Academy Trust Board of Trustees (the ATB) has established for each UTC a Local Governing Body (the LGB). Each LGB's role is to inform the ATB in relation to the performance of the relevant UTC, including providing appropriate comments and recommendations in accordance with the Trust Scheme of Delegation.

12. Membership

Each LGB shall comprise of 10 to 13 Governors, including:

- 12.1 2 parents of students at the relevant UTC (to be elected by the parents of registered student of the relevant UTC).
- 12.2 1 employee at the respective UTC (to be elected annually by employees of the respective UTC).
- 12.3 1 employer representative ideally for each specialism (ensuring representation for both large employers and SMEs).
- 12.4 1 employee from the partner University (regional).
- 12.5 1 representative from the Chamber of Commerce
- 12.6 The Principal of each UTC will be an ex-officio Governor.

The Executive Team will attend LGB meetings as determined by the Executive Principal.

Further appointments to each LGB will be at the discretion of the ATB.

Annual Review: The establishment, terms of reference and membership of each LGB shall be reviewed annually by the ATB.

Chair: The Chair shall be appointed by the ATB each September from amongst the members of the LGB following recommendation by the LGB, provided this is someone other than the Principal at the relevant UTC.

Vice Chair: The Vice Chair shall be elected each September from amongst the members of the LGB. The LGB Clerk shall organise the election.

Clerk: The LGB Clerk shall be appointed by the TB.

13. Quorum

The quorum for each LGB shall be one half (including vacancies) of those eligible to vote.

14. Meetings

- 14.1 The LGB shall meet as often as is necessary to fulfil its responsibilities and not less than once per term.
- 14.2 Minutes of meetings will be recorded and forwarded to the Company Secretary to the TB in sufficient time for inclusion on the agenda and among the supporting papers for the next meeting of the TB.
- 14.3 The Company Secretary shall circulate an agenda for each meeting, together with any supporting papers, at least one week in advance of the meeting.

- 14.4 Decisions may be taken as outlined in the Trust Scheme of Delegation only by members of the LGB. Where necessary, the LGB Chair will have a second or casting vote.
- 14.5 **Chair's Action:** In the event that an urgent decision has to be taken between meetings on matters falling within the remit of the LGB as outlined in the Trust Scheme of Delegation, the LGB Chair shall have delegated authority to make any such decisions following consultation with the Chair of the TB and Executive Principal. The decisions taken and reasons for the urgency shall be explained and ratified at the next meeting of the LGB. In exceptional circumstances a Special Meeting of the LGB may be called.

15. Curriculum

- 15.1 To consider and advise the TB on standards and other matters relating to the UTC's curriculum, including statutory requirements and curriculum policy.
- 15.2 To consider curricular issues which have implications for Finance and Personnel decisions and to make recommendations to Trust Resources Committee and the TB.
- 15.3 To oversee arrangements for individual governors to take a leading role in specific areas of provision, such as Special Educational Needs, Safeguarding, Health & Safety, Data, Curriculum areas, and to receive and consider reports from them from time to time.
- 15.4 To propose the UTC's Academic performance targets.
- 15.5 To propose, monitor and review the UTC's policies relating to curriculum and assessment and others as delegated by the TB.
- 15.6 To oversee the annual UTC Development Plan and recommend its approval to the TB.

16. Safeguarding

Ensure that the wellbeing of students is maintained through:

- 16.1 Student attendance and monitoring systems, enabling access to education
- 16.2 Demonstration of a duty of care to students on fixed term and permanent exclusions
- 16.3 Effective arrangements for Child Protection and Safeguarding
- 16.4 Effective home/school liaison and communication
- 16.5 An effective and appropriate extended schools provision
- 16.6 Meeting the statutory requirements relating to equality legislation

17. Admissions

- 17.1 Ensure that admission arrangements conform to TB policies and current regulations.

18. Finance

- 18.1 Each UTC will nominate 1 representative to attend the Trust Resources Committee so ensuring budgets are managed in agreement with the Trust Scheme of Delegation and policies.
- 18.2 To be responsible for encouraging and overseeing opportunities for income generation
- 18.3 In conjunction with the Executive Team, be responsible for the upkeep, maintenance and development of UTC premises
- 18.4 Monitor and approve the effectiveness of the Pupil Premium plan.

19. Staffing

- 19.1 To consider and advise the Executive Principal, Trust Resources Committee and TB on the UTC's staffing requirements, recruitment, performance management, remuneration and training, including statutory requirements, in consultation with the UTC's Principal.
- 19.2 To implement TB policies for deployment relating to staffing, recruitment, pay, discipline, performance management and professional development.
- 19.3 In conjunction with the Executive Team, oversee the recruitment, selection and appointment of all staff below the Principal level.
- 19.4 To keep under review staff work/life balance, working conditions and well-being, including procedures for absence monitoring.
- 19.5 To make recommendations to the Executive Principal, Trust Resources Committee and TB regarding staffing expenditure.
- 19.6 To review the appraisal process of all teaching staff on the basis of advice from the UTC's Principal.

20. Monitoring and Evaluation

- 20.1 Support the UTC's Principal and the local Senior Leadership Team in maintaining and improving standards and performance, thus improving outcomes for learners.
- 20.2 Act as a critical friend to the local Senior Leadership Team in addressing any areas of challenge or weakness.
- 20.3 Ensure effective processes are in place for monitoring teaching and learning, delivery of the curriculum, inclusion and the sharing of good practice across the UTC.
- 20.4 Monitor student behaviour and consider appeals against any decision to exclude students from attendance.

21. Health and Safety

- 21.1 Review Health and Safety policies and monitor the effective supervision of Health and Safety matters.
- 21.2 Monitor risk assessments.
- 21.3 Ensure compliance with Health and Safety legislation and regulations.
- 21.4 Ensure that Health and Safety training needs are met wherever practicable.

The Trust prefers each Local Governor to have a particular area of interest. At a minimum, we feel each area highlighted above should have an assigned Local Governor who can debrief the LGB as appropriate at defined meetings in the year as to how the academy is meeting its obligations.

At the very minimum, we expect the local Governing Body to appoint:

- 1. A lead Safeguarding and SEND Governor
- 2. Curriculum Link Governors
- 3. A lead Health & Safety Governor

Educational Quality Committee

Terms of Reference

22. Purpose

- 1.1 The purpose of the Committee is to act on behalf of the Local Governing Body in relation to the development of curriculum and overall quality of the UTC, taking account of key government policies and priorities.
- 1.2 The Committee will monitor, review and influence the local plans relating to learning, achievement and standards and monitor their progress, ensuring that actions taken by Senior Leaders will be (or have been) effective in improving the learner experience.

23. Membership

- 23.1 Each committee is to nominate a Chair, to be approved by the Trust Board.
- 23.2 The Committee will consist of at least 5 governors excluding members of SLT and the Principal (ex-officio).
- 23.3 Membership may include persons who are not members of the Governing Body however, these would need to be approved by the Trust Board.

24. Skills of Members

Membership of the Committee will include members with the following skills / areas of expertise (examples below)

- Education Sector – Pedagogy Experience
- Industrial Experience
- Innovation and Development
- Organisational Development
- Customer relations
- Quality control and assurance mechanisms

25. Quorum

The quorum shall consist of 3 of Committee members, excluding members of the SLT and the Local Principal.

26. Attendance at meetings

- 26.1 The PA to the Principal will minute the meetings.
- 26.2 Members of the UTC Leadership team (i.e. Curriculum Directors) may be invited to attend meetings for specific items.

27. Duties

The duties of the Committee will be:-

- 27.1 Ensuring the curriculum offer is meeting the needs of learners, thereby resulting in learner success. This will include, but not be restricted to:
- Reviewing the local curriculum offer and whether it meets the Trust's educational mission to report to the Trust on any proposed changes and improvements.
 - Ensuring that programmes, including enrichment activities and the curriculum offer alignment with government priorities and meet the needs of the learner, employers and other key stakeholders.
- 27.2 Reviewing and monitoring the impact of strategies for:
- Teaching, learning and assessment
 - Quality assurance and improvement
 - Performance monitoring review
- 27.3 Considering key performance indicators (KPIs) related to:
- External benchmarks/judgements including inspection outcomes and performance data, (e.g. external examination results, IV/EV reports)
 - Student attendance, retention and success, including E&D analysis
 - Student progression and destination data
 - Outcomes of the observation of teaching, learning and assessment
- 27.4 Providing assurance to the Governing Body that actions taken in delivering these strategies are, or will have, a positive impact on the quality of the learner experience.
- 27.5 Reviewing, validating and monitoring the impact of the UTC's self-evaluation form (SEF) and associated quality improvement plan.

28. Authority

The Committee is authorised to seek any information it requires from any employee, although normally this will be through the Principal.

29. Frequency of meetings

The Committee shall normally once per term.

30. Proceedings of Meetings

Every decision shall be determined by the majority of members present. Where there is an equal division in the case of a vote, the Chair will have a second or casting vote.

Ref no.	Task Key: Approve (A) Recommend (R) Propose (P) Develop (D) Monitor & Report (M) Consulted (C)	Trust Board	Trust Joint Resources	Local Governing Board	Executive Principal	Business & Ops Director	Local Principal
1.	Governance						
1.1	Approve Trust Articles of Association	A					
1.2	Approve Trust Board Terms of Reference	A			P	D	
1.3	Approve Trust Scheme of Delegation	A			P	D	
1.4	Approve new convertor or sponsored academies joining ATB	A	C		R		
1.5	Establish Trust Committees	A			P		
1.6	Approve Trust Committee Terms of Reference	A			P	D	
1.7	Approve Local Governing Body (LGB) Terms of Reference	A			R	D	
1.8	Establish LGB working groups			A	R		P
1.9	Appoint Chair of Trust Board	A					
1.10	Appoint Chair of LGB	A		R			
1.11	Remove Chair of LGB	A		R			
1.12	Appoint (and remove) Vice Chair of LGB			A			
1.13	Appoint (and remove) LGB members	A		R			
1.14	Appoint (and remove) Chair(s) of Trust Committees	A	R				
1.15	Appoint (and remove) Trust Committee members	A	R				
1.16	Appoint Board Advisors	A	P		P	C	
1.17	Appoint (and remove) Clerk to Trust Board	A			P	C	
1.18	Appoint (and remove) Clerk to LGB	A			PR	C	
1.19	Organise calendar of Trust Board and LGB meetings	A			R	D	
1.20	Approve Directors Expenses Policy	A					
1.21	Approve annual list of declaration of interests from Trustees and Governors	A		P	R	D	
1.22	Annual review of effectiveness of Governance	A			R	M	
2.	Trust & Academy Performance, Curriculum and Teaching						
2.1	Trust Strategic Plan	A			RD	D	
2.2	Academic Performance Targets	A		P	RM		DM
2.3	Academy Performance Review e.g. SEF	A		P	RM		DM
2.4	Academy 3 year plan	M		A	RM		PM
2.5	Academy 1 Year Plan	M		A	RM		PM
2.6	SEN Policy	A		M	R		DP
2.7	Accessibility Statement & Plan			A	R		D
2.8	SEN Plan & Quality of Provision			A	R		D
2.9	Teaching & Learning Policy	M		AM	R		P
2.10	Curriculum Policy	A		PM	R		D
2.11	Relationship & Sex Education policy	A		AM	R		D
2.12	Curriculum changes	A		P	R		D

Ref no.	Task Key: Approve (A) Recommend (R) Propose (P) Develop (D) Monitor & Report (M) Consulted (C)	Trust Board	Trust Joint Resources	Local Governing Board	Executive Principal	Business & Ops Director	Local Principal
3.	Staff Policies and Pay						
3.1	Pay & Remuneration Policy	A	M	C	R	D	
3.2	Job Role Salary & Grading Policy	A	M	C	R	D	
3.3	Changes to Employee Terms & Conditions or Collective Agreements	A	C	C	R	M	
3.4	Adoption of Transferring Policies and Collective Agreements	A	CM		R	C	
3.5	Teachers Annual Pay Award	A	CM	C	R	C	C
3.6	Support Staff Annual Pay Award	A	CM	C	R	C	C
3.7	Individual Performance Pay Awards	A	CM	C	R	C	P
3.8	Performance Management & Appraisal Review Policy	A	M	C	R	C	P
3.9	Disciplinary Policy	A		M	R	D	
3.10	Grievance Policy	A		M	R	D	
3.11	Capability Policy	A		M	R	D	
3.12	Whistleblowing Policy	A	M	M	R	D	
3.13	Re-structuring & Redundancy Policy	A	C	M	R	D	
3.14	Health & Safety Policy	A		M	R	D	C
3.15	Appraisal of Executive Principal	A	R	C			
3.16	Appraisal of Local Principals	M		C	A		
3.17	Review the Quality of Teaching and Learning	A		M	R		DM
4.	Staff Management						
4.1	Staff complement, structure and grades	A	CR	C	R	C	C
4.2	Executive Principal appointment	A	C				
4.3	Trust leadership structure	A	C	C	R		
4.4	Local Principal appointment	AC	C	C	R		
4.5	Senior leadership appointments	C	C	A	RA	C	R
4.6	Teaching and support staff appointments	C	C	C	A	C	R
4.7	Suspension of Executive Principal	A					
4.8	Return of Executive Principal after suspension	A					
4.9	Dismissal of Executive Principal	A					
4.10	Suspension of Local Principal	CM		C	A		
4.11	Return of Local Principal after suspension	CM		C	A		
4.12	Dismissal of Local Principal	A		CM	R		
4.13	Suspension of teaching and support staff	C		C	A	C	R
4.14	Return of teaching and support staff after suspension	C		C	A	C	R
4.15	Redundancy of staff	A	C	PC	R	C	C
4.16	Restructuring of staff	A	C	PC	R	C	C

Ref no.	Task Key: Approve (A) Recommend (R) Propose (P) Develop (D) Monitor & Report (M) Consulted (C)	Trust Board	Trust Joint Resources	Local Governing Board	Executive Principal	Business & Ops Director	Local Principal
5.	Financial Governance & Management						
5.1	Trust & Academy Financial Regulations	A	R		PD	D	
5.2	Trust & Academy Financial Procedures	A	R		PD	D	
5.3	Appoint Trust auditors	A	R		R	C	
5.4	Trust 3 year Budget Plan	A	RM		PD	D	
5.5	Trust 1 year Budget	A	RM		PD	D	
5.6	Trust Annual Accounts	A	R		PD	D	
5.7	Trustees Report	A	R		C	C	
5.8	Trust Academies Accounts Return to EFA and Companies House	A	R		PD	D	
5.9	Response to Auditor's Management Letter	A	R		M	M	
5.10	Academy 3 year Budget Plan Trust Business	A	R	C	PD	D	C
5.11	Academy 1 year Budget Trust Business	A	R	C	PD	D	C
5.12	Academy YTD reports Trust Business	A	M	C	M	DM	C
5.13	Academy Accounts Return to EFA Trust Business	A	M		R	D	
5.14	Approve budget variances	MA	A		A	R	C
5.15	Charging & Remission Policy	A	M		R	D	
5.16	Risk Register	A	M	C	R	D	C
6.	Financial Authorisation						
6.1	Expenditure or contracts up to Lower Limit £10,000					A	
6.2	Expenditure or contracts from Lower Limit to Upper Limit £20,000				A	C	
6.3	Expenditure or contracts from Upper Limit to OJEU limit £50,000 over lifetime of contract		A		P	C	
6.4	Expenditure over OJEU limit	A	R		P	C	
6.5	Disposals or write off of stock, assets or debts up to Lower Limit				A	R	
6.6	Disposals or write off of stock, assets or debts from Lower Limit to Upper Limit		A		R	P	
6.7	Disposals or write off of stock, assets or debts over Upper Limit (up to AFH limit)	A	R		P	C	
6.8	Compensation payments up to £50,000	A	C		R	C	
6.9	Capital investment	A	CM	C	R	DP	C
6.10	ICT Procurement	A	CM	C	R	DP	C
7.	Policies & Procedures						
7.1	Academy times, terms and holidays	M			A	D	
7.2	Change of Academy Age Range	A		C	PR	D	C
7.3	Expansion of Academy PAN	A		C	PR	D	C
7.4	Extension of Academy provision	A		C	PR		C
7.5	Child Welfare & Safeguarding Policy	A		M	R		PD
7.6	Attendance Policy & Plan	A		M	R		PD
7.7	Pupil Behaviour & Exclusions Policy	A		M	R		P
7.8	Equal Opportunities Policy (Staff & Students)	A		M	R	D	C

Ref no.	Task Key: Approve (A) Recommend (R) Propose (P) Develop (D) Monitor & Report (M) Consulted (C)	Trust Board	Trust Joint Resources	Local Governing Board	Executive Principal	Business & Ops Director	Local Principal
7.9	Short-term Exclusion						A
7.10	Return after short-term exclusion						A
7.11	Permanent Exclusions			A	R		P
7.12	Appeals against Permanent Exclusion			A	R		P
7.13	Complaints Policy	A		CM	R	D	
7.14	Complaints Appeals	A		CM	R	D	
7.15	Admissions Policy	A		C	RD	D	C
7.16	Allocation of places against Admissions Policy			C	A		C
7.17	Admissions Appeals (via the LA)	C		C	R		C
7.18	Academy prospectus				A	D	C
7.19	Academy / Trust website				A	D	C
7.20	Academy logo & branding	A			R	D	
7.21	Marketing	A	C	C	DM	D	C
7.22	Recruitment of students – strategy	A	CM	C	R	DP	CP
7.23	Academy uniform	A			R	P	
7.24	Educational Visits Policy	A		R	P	D	C
7.25	Extended services on-site			A	C	DR	C
7.26	Pupil Premium Policy			A	R	C	PD
7.27	Pupil Premium Plan			A	R	C	PD
7.28	Approve annual report on safeguarding	M		MA	PM		D
7.29	Freedom of Information	A	M	C	M	D	C
7.30	Data Protection	A		M	MR	D	C
7.31	CCTV Policy	A		M	MR	D	C
7.32	Exams		C	C	A	DM	C
7.33	Pupil Premium Strategy		C		A	C	D
8.	Premises & Assets						
8.1	Asset Management	A	C	R	P	DP	
8.2	Health & Safety Policy Portfolio	A	C	RM	P	D	C
8.3	Commissioning of repairs or works up to £10,000					A	
8.4	Commissioning of repairs of works up to £20,000				A	C	
8.5	Commissioning of repairs or works from £20,000 to £49,999		A		R	CR	
8.6	Commissioning of repairs of works over £50,000	A	R	C	PR	C	
8.7	Health and Safety management of risk	AM	M	M	PM	DR M	CM