



**STAMFORD
PARK TRUST**

**Scheme of Delegation
2026/2027**

Document Control

1.1 Changes History

Version	Date	Amended by	Authorised by	Purpose
DRAFT	July 2026	J Heard-Jones/C Haigh	J Heard-Jones	New Scheme of Delegation
2.0	October 2026	A Marsh	J Heard-Jones	Updated Finance Section to clarify financial limits and responsibilities

1.2 Approvals

This document has been approved by:

Version	Date	Amended by	Authorised by	Purpose
1.0	15/07/2026	J Heard-Jones/C Haigh	Trust Board	New Scheme of Delegation
2.0	07/10/2026	A Marsh/C Haigh	Finance & Resources Committee	Updates to Finance Section

1.3 Distribution

This document has been distributed to:

Version	Date	Distributed by	Authorised by	Audience /Distribution Channel
1.0	01/09/2026	C Haigh	J Heard-Jones	Published on SPT website
2.0	08/10/2026	C Haigh	J Heard-Jones	Published on SPT website

Contents

1. Purpose and Principles.....	8
2. Vision, Values and Context.....	8
3. Governance Structure	8
4. Governance Professional (Chief of Staff) and Chair's Action	10
5. Executive Leadership	11
6. Stamford Park Trust Board	13
7. Education	14
8. Finance	20
9. People	26
10. Operations.....	33
Appendix 1 - SPT Accountability Matrix	46

1. Purpose and Principles

This Scheme of Delegation (SoD) sets out how governance responsibilities are distributed across Members, the Board of Trustees, Committees, Local Governing Bodies (LGBs), and the Executive.

It ensures:

- Clear lines of accountability
- Compliance with the Academy Trust Handbook
- Alignment with the Articles of Association
- Transparent decision-making
- Effective oversight of educational, financial, and organisational performance

Trustees may delegate functions but retain ultimate accountability for all decisions.

The SoD is reviewed annually or sooner in response to growth, risk, or regulatory change.

2. Vision, Values and Context

The Trust exists to improve the life chances of all young people through high-quality education, collaboration, and strong leadership.

Core principles:

- Ambition and excellence for all
- Inclusive, student-centred practice
- Collaboration across the Trust
- Strong moral purpose
- Partnership with communities and stakeholders

3. Governance Structure

The Trust operates a three-tier governance structure:

- Members
- Board of Trustees
- Local Governing Bodies (LGBs)

3.1 Members

Members are guardians of the constitution and are responsible for:

- Appointing and removing Members and Trustees
- Amending the Articles of Association
- Receiving annual accounts and reports
- Holding Trustees to account

Members meet at least once per year at the Annual General Meeting.

3.2 Board of Trustees

The Board is the accountable body for:

- Strategic direction
- Educational performance
- Financial oversight
- Risk management
- Safeguarding governance
- Statutory and regulatory compliance

3.3 Committees

The Board operates the following committees:

- Audit and Risk Committee
- Finance and Resources Committee
- Education Standards and Performance Committee
- Remuneration/Pay Committee
- Chairs' Committee

Each committee has Terms of Reference approved and reviewed annually.

Committee Roles (Summary)

- **Audit and Risk:** internal scrutiny, risk register, whistleblowing
- **Finance and Resources:** budget, estates, IT, People strategy
- **Education Standards and Performance:** education standards, safeguarding, SEND
- **Remuneration/Pay:** CEO appraisal and senior pay

3.4 Local Governing Bodies (LGBs)

LGBs provide local insight, monitoring and community engagement. They:

- Monitor quality of education
- Oversee safeguarding at academy level
- Monitor SEND and disadvantaged outcomes
- Engage with stakeholders
- Scrutinise academy-level risks
- Monitor academy improvement plans

LGB composition should include elected parent representation.

4. Governance Professional (Chief of Staff) and Chair's Action

4.1 Governance Professional (Chief of Staff)

The Board appoints a governance professional (Chief of Staff) responsible for:

- Supporting governance processes
- Ensuring compliance
- Advising on regulatory requirements

4.2 Chair's Action

The Chair (or Vice-Chair) may take urgent action between meetings where:

- Delay would be detrimental
- A meeting cannot be convened in time

All decisions must:

- Be recorded
- Be reported to the next Board meeting
- Be compliant with regulations

Advice should be sought from the Chief of Staff before taking any urgent action to ensure that this falls within permitted matters.

5. Executive Leadership

5.1 Chief Executive Officer (CEO)

The CEO is the Accounting Officer and is responsible for:

- Operational leadership
- Delivery of strategy
- Performance management of leaders
- Trust-wide quality assurance
- Financial oversight within delegated limits

5.2 Chief Finance Officer (CFO)

The CFO is responsible for finance, compliance and regulation in accordance with the Academy Trust Handbook.

5.3 Education Leadership

Includes Director of Education (schools) DOE(S) role responsible for school improvement and standards in secondary schools within the Trust.

5.4 Headteachers/Principal

Responsible for:

- Day-to-day leadership
- Safeguarding
- Staff performance and appraisal
- Academy improvement and outcomes
- Local budget management
- Inclusion
- Implementation of policy, processes and systems

6. Central Functions and Shared Services

The Trust operates a central services model to maximise impact and value for money these areas are led by Trust Strategic Leads (T S/L).

Core centrally provided functions include:

- Finance (CFO)
- People (Chief of Staff)
- TSL IT/Digital
- TSL Estates and health & safety
- TSL Governance and legal (Chief of Staff)
- TSL Development

7. Delegation Framework (DACSI)

This document describes delegated duties in the form of DACSI matrices.

These matrices are divided between the different sections of this document.

A DACSI defines the participation of different organisational roles in completing the delegated duty.

Key:

D	DO – The role that carries out the activity
A	ACCOUNTABLE – The role ultimately answerable for the correct and thorough completion of the delegated duty
C	CHECK – The role which reviews the result of the delegated duty. This role has the right of veto over the delegated duty which is binding
S	SUPPORT – The role supports and provides advice to those accountable and performing the delegated duty based on recognised expertise. The advice is non-binding
I	INFORM – The role must be informed of the outcome of the delegated duty

Stamford Park Trust Board

Name	Link Role	Finance Committee	Audit & Risk Committee	Education Standards and Performance Committee	People and Remuneration Committee
Steve Foote	Chair	The Chair of the Board will attend one meeting of each committee annually. It is proposed that this falls in the following ways: 1. Finance and Resources Committee – July – For budget sign off 2. Audit and Risk Committee – December – For accounts sign off 3. Education Standards and Performance Committee – October – For Results Data 4. People & Remuneration Committee – December - to ratify with any changes to CEO Salary			
Malcolm Sugden	Vice Chair of the Board		Chair		Committee Member
Colin Challenger			Committee Member		
Kala Mandviwala	Sustainability		Committee Member		Committee Member
Marcus Gill	Longdendale Link	Committee Member		Chair	
Jane Barker		Chair			Committee Member
Steve Pleasant			Committee Member		
Ian Saxon	Rayner Stephens Link	Committee Member			

***Roles and responsibilities set out above will be subject to review each academic year.**

Education

Education quality assurance and monitoring

SPT has an established cycle of academy improvement. The Director of Education (schools), CEO and external reviewers have a programme of review and intervention which are completed throughout the academic year.

In addition to their substantive roles, Headteachers and the College Principal have pan- Trust strategic lead responsibilities for: Assessment; Curriculum; Safeguarding; EDI

All schools follow the 'Improvement Model' and support is allocated based on need. Bi-weekly standardised quality assurance checks are completed with all Headteachers

These ensure that the wider trust is fully engaged in academy improvement.

External reviews are commissioned and bespoke per academy, these include SEND and safeguarding audits.

Education Leadership

Director of Education (schools) DOE(S)

The DoE(s) is accountable to the CEO and has responsibility for shaping/championing the distinctive educational purpose of SPT. In doing so, they will be responsible for the delivery of high-quality broad and inclusive educational outcomes for students through the delivery of quality curricula, teaching, qualifications, and destinations pathways. In particular, the DoE(s) has the following responsibilities and accountabilities:

- Strategic educational leadership
- Ensuring high-quality, holistic education
- Supporting schools to deliver high performance and strong outcomes
- Board accountability, and engagement with regulators and the inspectorate
- Ensuring all education Trust leaders deliver accountabilities in line with targets and to a high standard

Education Support Team:

Trust Lead: SEND and Inclusion

Trust Lead: Safeguarding

Trust Lead: Curriculum

Trust Lead: EDI

Trust Lead: Assessment

Data and Systems Lead

Trust Attendance Manager

Lead Practitioners x 3

Trust Fellows x subjects

Education Delegated Authority

	Delegated Duty	D Do	A Accountable	C Check	S Support	I Inform	Comments
3.3.1 Admissions							
3.3.1.2	Consult over proposed changes to admission criteria	DOE(S)	Headteacher	Chief of Staff	Engagement+ Comms team LGB	Parents/Carers, Local Authority	
3.3.1.3	Liaise with the Local Authority regularly over admissions (including in-year)	Headteacher	Headteacher	DOE(S)	Engagement+ Comms team LGB		
3.3.1.4	Ensuring that numbers on role are maintained and/or maximised	Headteacher	Headteacher	DOE(S)	Engagement+ Comms team LGB		
3.3.2 Alternative provision							
3.3.2.1	Commissioning a new AP provider (DfE Registered)	Headteacher or delegated senior leader	Headteacher	DOE(S) T/L SG	SG team		
3.3.2.2	Commissioning a new AP provider (Not DfE Registered)	Headteacher or delegated senior leader	DOE(S)	T/L SG	SG team		
3.3.2.3	Secure suitable AP for a named pupil	Headteacher or delegated senior leader	Headteacher	DOE(S) T/L SG	SG team	Family of student	
3.3.2.4	Maintaining regular contact with the AP and adhere to all DfE and SPT AP policy and guidance	Headteacher or delegated senior leader	Headteacher	DOE(S) T/L SG	SG team	Family of student	Daily attendance and welfare checks; weekly progress and behaviour updates
3.3.3 Assessment							
3.3.3.1	Ensuring students are fully prepared, entered (in good time) and take statutory assessments	Headteacher/ Principal	Headteacher/ Principal	DOE(S)	Exams officers		
3.3.3.2	Ensuring statutory test / exam data is shared with the LA, students and families as appropriate	Headteacher/ Principal	Headteacher/ Principal	DOE(S)	Data and assessment lead		
3.3.4 Attendance (Students)							
3.3.4.1	Ensuring that attendance strategies are in line with DfE guidance	Headteacher	Headteacher	DOE(S)	DOE(S) Trust AM Attendance leads		
3.3.4.2	Ensuring that attendance is at least in line with the national average	Headteacher/ Principal	Headteacher/ Principal	DOE(S)	DOE(S) Trust AM Attendance leads		
3.3.5 Behaviour							
3.3.5.1	Ensuring students' behaviour enables them to receive an excellent education	delegated senior leader	Headteacher/ Principal	DOE(S)	T/L Behaviour LGB		

	Delegated Duty	D Do	A Accountable	C Check	S Support	I Inform	Comments
3.3.5.2	Ensuring approaches to behaviour (including rewards and sanctions) are in line with agreed policies	delegated senior leader	Headteacher/Principal	DOE(S)	T/L Behaviour LGB		
3.3.6 Critical incidents							
3.3.6.1	Ensuring appropriate recording of critical incidents	Headteacher/Principal	DOE(S)/Principal	T/L SG	SG Team T/L Estates and H+S Chief of Staff LGB	CEO	Use of standardised system
3.3.6.2	Ensuring academy leaders review practice and risk assessment after each critical incident	Headteacher/Principal	DOE(S)/Principal	T/L SG	SG Team T/L Estates and H+S Chief of Staff LGB	CEO	
3.3.6.3	Ensuring that families, students and staff are supported through grief	Headteacher/Principal	DOE(S)/Principal	T/L SG	Chief of Staff LGB	CEO	
3.3.7 Curriculum and Assessment							
3.3.7.2	Ensuring that the curriculum taught is in line with the National Curriculum	Teachers / Subject Leaders	Headteacher	DOE(S)	T/L Trust Fellows Lead Practitioners Subject network leads LGB		
3.3.7.3	Ensuring that subject leaders have action plans in line with the academy development plan	Headteacher/Principal	Headteacher/Principal	DOE(S)	T/L Trust Fellows Lead Practitioners LGB Subject network leads		
3.3.7.4	Ensuring that subject leaders are given time within the 1265 to undertake their roles	Headteacher	Headteacher	DOE(S)	LGB		
3.3.7.5	Ensuring that the academy website correctly reflects and celebrates the taught curriculum	Operations Managers	Headteacher	DOE(S)	Engagement+ Comms team		
3.3.7.6	Ensuring that Careers Guidance is delivered in line with statutory requirements	Headteacher/Principal	Headteacher/Principal	DOE(S)	LGB		
3.3.7.6	Ensure that assessment processes align with the SPT guidance, policy and calendar	Headteacher/Principal	Headteacher/Principal	DOE(S) CEO	Trust data and systems lead LGB		
3.3.7.7	Ensure that assessment analysis is diagnostic and is systemically reviewed to refine practice and improve outcomes	Headteacher/Principal	Headteacher/Principal	DOE(S)	LGB		
3.3.7.8	Ensure that regular assessment reports are shared with students and parents	Headteacher/Principal	Headteacher/Principal	DOE(S)	Trust data and systems lead LGB		
3.3.8 Designated funding strands							
3.3.8.1	Ensuring that PP funding is appropriately targeted, and spending is in line with current DfE guidance	Headteacher	Headteacher	DOE(S)	CFO LGB		

	Delegated Duty	D Do	A Accountable	C Check	S Support	I Inform	Comments
3.3.8.2	Ensuring that the PP strategy document is completed annually	Headteacher	Headteacher	DOE(S)	LGB		
3.3.8.3	Ensuring that the PP strategy document is published on the academy website	Headteacher	Headteacher	DOE(S)	Engagement+ Comms team		
3.3.8.4	Ensuring that Academy staff are aware of how PP funding is being spent	Headteacher	Headteacher	DOE(S)	LGB	Academy Staff	
3.3.8.5	Ensuring the impact of PP funding on children's education	Headteacher	Headteacher	DOE(S)	CEO LGB	Trustees	
3.3.9 Data/Census							
3.3.9.1	Ensuring that DfE have accurate data	Headteacher	Headteacher	DOE(S)	Trust Data and Systems manager		
3.3.9.2	Final Census is submitted to SPT via Education Data Portal, accurate and on time	Operations manager	Headteacher	DOE(S)	Trust Data and Systems manager		
3.3.10 Exclusions and Suspensions							
3.3.11.1	Ensuring that the academy culture is inclusive, and suspensions and exclusions are used as a last resort	Academy senior leader	Headteacher/ Principal	DOE(S)	T/L Behaviour LGB		
3.3.11.2	Children with additional needs are given the support they need, in a graduated fashion, to avoid suspensions or exclusions	SENCO / Inclusion lead	Headteacher/ Principal	DOE(S)	T/L SEND/Inclusion LGB		
3.3.11.3	Suspension of a child/ young person	Headteacher/ Principal	Headteacher/ Principal	DOE(S)	CEO		
3.3.11.4	Permanent Exclusion (PEX) of a child / young person	Headteacher/ Principal	Headteacher/ Principal	DOE(S)	CEO		
3.3.11.5	Ensuring that exclusion panel paperwork is on time and comprehensive in line with the SPT policy	Headteacher/ Principal	Headteacher/ Principal	DOE(S)	Chief of Staff		
3.3.11.6	Ensuring that the exclusion panel and any IRP meets within statutory timeframes	Chief of Staff	Chief of Staff		CEO DOE(S)		
3.3.12 Holidays/academy closures							
3.3.12.1	Agree and publish the academy term time details	Headteacher/ Principal	Headteacher/ Principal	DOE(S)	CEO Engagement and Comms Team LGB		
3.3.12.2	Agree and publish the academy's annual time budget	Headteacher/ Principal	Headteacher/ Principal	DOE(S)	Chief of Staff	Trade unions Staff	
3.3.12.3	Decision to close academy e.g. due to extreme weather	DOE(S)	CEO	DOE(S)	T/L Estates and H&S	Staff parents/carers local authority school transport	Headteachers must seek authorisation from the DOE(S) prior to closing a school. The DOE(S) must inform the CEO of the intention to close the academy before it is announced

	Delegated Duty	D Do	A Accountable	C Check	S Support	I Inform	Comments
3.3.13 INSET days							
3.3.13.1	The agreed number of Trust and academy INSET days is adhered to	Headteacher	Headteacher	DOE(S)		Staff and families	
3.3.13.2	INSET day content reflect the needs of the academy	Headteacher	Headteacher	DOE(S)		Staff	
3.3.14 Inspections							
3.3.14.1	Ensuring that the required documents are fully in place (as set out in the Ofsted guidance)	Headteacher/ Principal	Headteacher/ Principal	DOE(S)	CEO LGB	All staff	
3.3.14.2	Ensuring that students, teachers and leaders are fully prepared for inspection	Headteacher/ Principal	Headteacher/ Principal	DOE(S)	CEO LGB	Students, teachers, leaders	
3.3.15 Part-time timetables							
3.3.15.1	Ensuring that part time timetables are only used as a last resort.	Headteacher	Headteacher	DOE(S)	Trust AM Trust Director of SEND/Inclusion LGB	Trustees	Part-time timetables are not to be used in relation to managing behaviour.
3.3.15.2	Ensuring that part time timetables have regular review dates and an end date	Headteacher	Headteacher	DOE(S)	Trust AM Trust Director of SEND/Inclusion		Review meetings are documented.
3.3.15.3	Leaders ensure that the child is marked as part time	Academy Attendance Team	Headteacher	DOE(S)	Data and systems lead		
3.3.16 Quality of teaching							
3.3.16.1	Ensuring that all teaching is at least consistently good so that students in all year groups make effective progress	Headteacher/ Principal	Headteacher/ Principal	DOE(S)	Lead Practitioners Subject networks External support T/D SEND/Inclusion		
3.3.17 Relationships and sex education							
3.3.17.1	Ensuring that an academy policy on RSE is in place on the academy website	Headteacher	Headteacher	DOE(S)			
3.3.17.2	Ensuring that RSE is fully embedded into the academy curriculum	Headteacher	Headteacher	DOE(S)	LGB		
3.3.17.3	Ensuring that parents and carers are consulted on changes to the RSE curriculum	Headteacher	Headteacher	DOE(S)			
3.3.18 Safeguarding and Mental Health							
3.3.18.1	Setting Safeguarding Policy including Safeguarding and Child Protection, PREVENT, Looked After Children, Safer Recruitment	T/L SG	DOE(S)		Chief of Staff	All staff	
3.3.18.2	Ensuring that the DSL is on academy leadership team.	Headteacher/ Principal	Headteacher/ Principal	DOE(S)	LGB		
3.3.18.3	Ensuring that DSL training is renewed every 2 years	DSL	Headteacher/ Principal	DOE(S)	T/L SG		
3.3.18.4	Ensuring that staff have regular CPD and follow the current KCSIE	DSL	Headteacher/ Principal	DOE(S)	T/L SG LGB	All staff	
3.3.18.5	Ensuring that a culture of effective safeguarding exists across the academy	DSL	Headteacher/ Principal	DOE(S)	T/L SG LGB		

	Delegated Duty	D Do	A Accountable	C Check	S Support	I Inform	Comments
3.3.18.6	Ensuring the overall accuracy of information in the single central record	Headteacher/ Principal	Chief of Staff	DOE(S)	People Team		
3.3.18.7	Maintaining the accuracy of data in the single central record (individual academy)	Academy Ops Managers	Headteacher/ Principal	DOE(S)	Chief of Staff		
3.3.19 Special educational needs and/or disabilities (SEND)							
3.3.19.1	Ensuring that the named SENCO has or is in the process of completing the SENCO qualification	SENCO	Headteacher/ Principal	DOE(S)	TD SEND/INC	SEND team	
3.3.19.2	Ensuring that the SENCO is a member of the academy leadership team	Headteacher	Headteacher/ Principal	DOE(S)	LGB		
3.3.19.3	Ensuring that all statutory duties for SEND students and their families are adhered to	SENCO	Headteacher/ Principal	DOE(S)	TD SEND/INC		
3.3.19.4	Ensuring student and family voice is actively sought and regularly responded to	SENCO	Headteacher/ Principal	DOE(S)	TD SEND/INC LGB		
3.3.19.5	Ensuring that SEND data is in line with non-SEND including progress, attendance and behaviour.	SENCO	Headteacher/ Principal	DOE(S)	TD SEND/INC LGB	All staff	
3.3.19.6	Ensuring that the SPT Enrichment Offer is available to all students including those with SEND	Headteacher/ Principal	Headteacher/ Principal	DOE(S)	TD SEND/INC LGB		
3.3.20 Looked after Children							
3.3.20.1	Ensuring that Looked after Children are properly supported	Designated Teacher	Headteacher/ Principal	DOE(S)	TD SEND/INC LGB		
3.3.21 Trips and visits							
3.3.21.1	Development and maintenance of the Trips and Visits Policy	TL Estates and H&S	DOE(S)	Trust SLT	Chief of Staff		
	Approval for trips aboard or high- risk activity	Board	Board	Trust SLT	TASC		
3.3.21.2	Ensuring risk assessments are in place for all visits	Trip leader	Headteacher/ Principal	DOE(S)	EVC lead LGB	All trip leaders	
3.3.21.3	Ensuring that 'Evolve' is used to request authorisation for residential and trips abroad at the initial planning stage	Trip leader	Headteacher/ Principal	DOE(S)	EVC lead		
3.3.21.4	Ensuring that EVC training is renewed every 3 years	EVC lead	Headteacher/ Principal	DOE(S)	TL Estates and Health & Safety		
3.3.21.5	Ensuring that a member of staff leading the trip has visited the trip venue in advance of the proposed trip if risk assessed as necessary	Trip leader	Headteacher/ Principal	DOE(S)	EVC lead		
3.3.21.6	Ensuring that students are kept safe and cared for while away from the academy on a trip or visit	Trip leader	Headteacher/ Principal	DOE(S)	EVC lead T/L SG		
3.3.22 Uniform							
3.3.22.1	Ensuring that a clear uniform policy is in place	Headteacher	Headteacher	DOE(S)	LGB		
3.3.22.2	Ensuring that students consistently wear the academy uniform with pride	All Staff	Headteacher	DOE(S)			

	Delegated Duty	D Do	A Accountable	C Check	S Support	I Inform	Comments
3.3.23 Academy Website							
3.3.23	Ensuring that the Academy website is fully in line with the DfE requirements	Operations Manager	Headteacher/ Principal	DOE(S)	Engagement and Comms team Chief of Staff	Staff	
3.3.23	Ensuring that the Academy website is up to date, accessible and promotes the successes and individuality of the academy	Operations Manager	Headteacher/ Principal	DOE(S)	Engagement and Comms team Chief of Staff	Staff, families, leaders	

Finance: Strategic Financial Management

We expend our finances using the following core principles:

- Fairness and equity based on student need
- Efficiency and best value
- Economies of scale and procurement
- A commitment to sustainability

How do we do this? We:

- Monitor and set budgets in our schools using ICFP as a guide
- Deploy budget responsibility with clarity and guidance
- Quality assure and support our Headteachers and the College Principal to manage finances effectively and productively

Procurement Thresholds

SPT is responsible for the use of a substantial amount of public funds. As such we have an obligation to ensure that best value for money is always achieved. **The CEO must be consulted on all expenditure over £50,000.** Evidence of the procurement process undertaken prior to the raising of a purchase orders must be retained, and procured in line with our Trust Procurement Policy. The procurement process required is dependent on the value and is set out in the table below:

Up to £1,000	1 Quotation
£1,000 - £5,000	It is best practice is to obtain 2 quotes, but this not is not a requirement.
£5,000 - £100,000	3 Quotations or Single Source Agreement (SSA)
Over £100,000	3 Quotations within either a Request for Quotation, Formal Tender or SSA
Over £207,720 (inc VAT), over the contract period	A Procurement Act 2023 compliant process (including the option to make use of a compliant framework). You must consult with the Trust Procurement Lead before any process is initiated.

* A process associated with a higher value threshold can be used in place of a lower value process.

Budget Setting

Every year a finance timetable is constructed detailing the phases of budget (and three-year forecast plan) preparation including:

- An initial draft looks at next year's budget in November designed to identify any future strategic challenges.
- This is followed by a detailed update in April/May once we have had formal confirmation of income from the DfE.
- Budgets are agreed with academy leaders, then internally signed off by the CFO, the Accounting Officer before going to Finance and Resource committee for approval.
- Budgets are consolidated in June.

We are required by the DfE to submit an overall balanced budget.

Budget Setting Delegated Authority

	Delegated Duty	Value / department	D Do	A Accountable	C Check	S Support	I Inform	Comments
4.3.1 BUDGET								
4.3.1.1	Budget setting	Academies	Headteacher/ Principal	CFO	CEO	Finance Team		
		Central	CFO	CFO	CEO			
4.3.1.2	Budget approval	All	CFO	AO	F+R			
4.3.1.3	Approval of virements between cost centres within an approved budget	<£25k	Headteacher/ Principal	Headteacher/ Principal	FBP			
		<£50k	CFO	CFO	CEO			
		>£50k	CEO	CEO	CFO			
4.3.1.4	Approval amendments to total approved budget	Academies <£50k	CFO	CFO	CEO		DOE(S)	
		Academies >£50k	CEO	CEO	CFO		DOE(S)	
		Central <£20k	CFO	CFO	CEO			
		Central >£50k	CEO	CEO	CFO			

Financial Delegated Authority

	Delegated Duty	Value/department	D Do	A Accountable	C Check	S Support	I Inform	Comments
4.4.1 FINANCIAL CONTROLS FRAMEWORK								
4.4.1.1	Establishment of the financial controls framework	All	CFO	CEO	Board			
4.4.1.2	Undertaking internal audit	All	CFO	CEO	Board			
4.4.1.3	Appointing an external auditor	All	Board	Members				
4.4.1.4	Development of Finance Policies	All	CFO	CEO	Board	Chief of Staff External advisor		
4.4.1.5	Providing monthly management accounts and forecasts	All	CFO	CFO	CEO		Board Chair	
4.4.1.6	Management of the cash position	All	CFO	CFO	CEO			
4.4.1.7	Delivery of annual report and accounts	All	CFO	CEO	Board			
4.4.1.8	Accessing National Reserves	All	CEO	CEO	Board			
4.4.2 BANKING								
4.4.2.1	Bank account payments – Cheques	< £5k	Finance team (Any two signatures in accordance with the bank mandate)	CFO				
4.4.2.2	Bank account payments – Direct Debits	All	Finance team (Any two signatures in accordance with the bank mandate)	CFO				
4.4.2.3	Bank account payments – One off BACs and payment runs	All	Finance team (Any two signatures in accordance with the bank mandate)	CFO				
4.4.2.4	Opening new bank accounts	All	CFO plus one additional signature in accordance with the bank mandate	CFO	CEO			
4.4.2.5	Changes to existing bank accounts	All	Finance Team (Any two signatures in accordance with the bank mandate)	CFO	CEO			

	Delegated Duty	Value/department	D Do	A Accountable	C Check	S Support	I Inform	Comments
4.4.2.6	Investments	Up to £5m	CFO	CFO	CEO			
		>£5m to £10m	CFO	CFO	CEO			
		>£10m	CFO	CFO	CEO			
4.4.3 PURCHASE OF WORKS, GOODS OR SERVICES (WITHIN BUDGET)								
4.4.3.1	Approval of Purchase Orders (Note: Blanket PO Approval is considered against the total value of the order)	<£5k (academies)	As delegated by the Headteacher/ Principal	Headteacher/ Principal		Finance team CFO		Delegation must be evidenced in writing, via confirmation of the budget manager and budget holder list, at the beginning of each academic year.
		<£5k (central)	As delegated by the CEO	Budget holder		Finance team CFO		
		£5k-£25k (academies)	Headteacher/ Principal	Headteacher/ Principal	FBP	Finance team CFO		
		£5k-£25k (central)	CFO	CFO	CEO			
		£25k-£50k (academies)	CFO	CFO	CEO			PO's to be raised by the budget manager/ holder.
		£25k-£50k (central)	CFO	CFO	CEO			
		>£50k (academies)	CEO	CEO	CFO	CFO		
		>£50k (central)	CEO	CEO	CFO	CFO		
		>£500k (If not authorised within an approved budget – if already authorised the >£75k authorisation applies)	F+R	F+R	Board			Actual authorisation of PO to be performed by CFO or CEO only after Finance + Resources Committee approval
		>£1.5m (If not authorised within an approved budget – if already authorised the >£75k authorisation applies)	Board	Board	Board			Actual authorisation of PO to be performed by CFO or CEO only after Board approval
4.4.3.2	Approval of Invoices	<£5k (academies)	As delegated by the Headteacher/ Principal	Headteacher/ Principal	FBP	Finance team CFO		Delegation must be evidenced in writing, via confirmation of the

	Delegated Duty	Value/department	D Do	A Accountable	C Check	S Support	I Inform	Comments
4.4.3.2	Approval of Invoices	<£5k (central)	As delegated by the CEO	CEO		Finance team CFO		budget manager and budget holder list, at the beginning of each academic year.
		£5k-£25k (academies)	Headteacher/Principal	Headteacher/Principal	FBP	Finance team		
		£5k-£25k (central)	CEO	CEO	CFO			
		£25k-£50k (academies)	CFO	CFO	CEO			
		£25k-£50k (central)	CFO	CFO	CFO			
		>£50k (academies)	CEO	CEO	CFO	F+R		
		>£50k (central)	CEO	CEO	CFO	F+R		
4.4.3.3	Approval of other delegated authorities	>£5k	CFO	CEO	F+R			Delegation must be evidenced in writing and a schedule of approved signatories must be maintained.
4.4.3.4	New suppliers	All	Requestor	CFO	CEO	Finance team		Any supplier that will be handling personal or sensitive data must have a contract in place to evidence that they have the necessary controls
4.4.3.5	Approval of 1st Day Supply Teacher Cover via a none order requisition	<£500	Cover Manager	Headteacher	DOE(S)			Can be via a None Order Requisition for 1st Day/Same Day cover only.
4.4.3.6	Ensuring approval of multiple days' supply teacher cover is via normal Purchase Order process	>£500	Headteacher	Headteacher	DOE(S)	FBP		Must be via PO in advance
4.4.3.7	Technical Approval of IT Purchases (including any software or online subscription service)	<£1k	Headteacher/Principal	Headteacher/Principal	FBP			Expenditure on IT equipment, services and software from academy budgets
		£1k-£10k	Headteacher/Principal	Headteacher/Principal	CFO	CFO		
		£10k-£25k	CFO	CFO	CEO			

	Delegated Duty	Value/department	D Do	A Accountable	C Check	S Support	I Inform	Comments
		>£25k	CFO	CFO	CFO			requires technical authorisation from the IT Services team to ensure compatibility and compliance with policy before orders follow financial authorisation process
4.4.3.8	Use of one-off supplier payments	<£1,500 academies	Requestor	CFO	CFO	Finance team		Expected to be used less than 5 times annually.
		<£1,500 central	Requestor	CFO	CFO	Finance team		Excludes one-off payments required due to foreign currency.
4.4.4 AGREEING LEASES AND/OR CONTRACTS								
4.4.4.1	Finance Leases (new or changes) on any asset not on the DfE Approved List	All	Finance Lease not on the DfE Approved List require explicit approval from the DfE					
4.4.4.2	Finance Leases (new or changes) on any asset which is on the DfE Approved List	ALL	CFO	CEO			Finance team	
4.4.4.3	Approvals of Operating Leases (new or changes)	All	CFO	CEO			Finance team	
4.4.4.4	Approval of other long-term commitments (new or changes)	Values and approvals per requisitions section above	For all new longer-term commitments (>1year) the approval levels are per the requisition section above with the value being the aggregate of all values over the period of the commitment.					
4.4.4.5	Signing of Contracts (Signatory must ensure that procurement was in line with other requirements of this scheme of delegation and is only authorised to sign within their area of authority. e.g. Headteachers are not authorised to sign IT or property contracts)	<£5k (academies)	As delegated by the Headteacher	Headteacher	CFO			It should be noted that regard(s)less of these delegated authorities, other parties to contracts may require a Board member to sign the contract for the contract to be valid
		<£5k (central)	As delegated by the CEO	CEO	CFO			
		<£25k (academies)	Headteacher	Headteacher	DOE(S)	FBP CFO		
		<£25k (central)	CFO	CFO	CEO			
		<£100k	CEO	CEO	F+R	NFC		
		<£500k	CEO	CEO	Board			
		>£500k	Board member	Board member	Board member			
4.4.5 OTHER								
4.4.5.1	Ensuring adequate insurance cover is in place		CFO	CFO	CEO	Trust SL Estates and H+S		

	Delegated Duty	Value/department	D Do	A Accountable	C Check	S Support	I Inform	Comments
4.4.5.2	Ensuring that appropriate Risk Registers are maintained and updated		CEO	CFO	Board			
4.4.5.3	Related party transactions	>£40k per transaction	CFO	CFO	Board	Finance team		Prior approval required from ESFA
4.4.5.4	Write off bad debts	<£500 (academies)	Headteacher	Headteacher	FBP			
		<£500 (central)	CFO	CFO	CEO			
		£501 - £4,999	CFO	CFO	CEO			
		>£5k	CFO	CFO	CEO			
4.4.5.5	Disposal of assets	<£1k academies	Headteacher	DOE(S)	CFO			An asset disposal form must be completed for the disposal of any asset with a carrying value of >£1k. For IT Assets please see below
		<£10k central	CFO	CFO	CEO			
		>£10k academies	CFO	CFO	CEO			
		>£10k central	CEO	CEO	CFO	F+R		
4.4.5.6	Disposals of Land & Buildings	All	Prior written approval from the DfE (refer to CFO for advice)					
4.4.5.7	Disposal of IT Equipment/Assets	<£75k	CFO	CFO	CFO	Trust SL ICT	Headteacher	All IT asset disposal must be managed by the Trust SL IT
		>£75k	CEO	CEO	CFO	Trust SL ICT		

People

Appointments

All appointment panels must contain at least one member who has undertaken Safer Recruitment Training within the last three years. Leaders should always proactively strive for panels to be as diverse and inclusive as reasonably possible.

All recruitment panels must include at least three members.

Appointments that were not in the budget submitted at the beginning of the financial year require additional approval from the Chief Financial Officer.

Disciplinary cases and dismissals

For all disciplinary cases and dismissals, the following delegation model shall apply, in line with our policies and procedures documentation

All disciplinary hearings or appeals always require at least two members of the panel if dismissal is a possible outcome.

The Chair of any appeal should be senior to the Chair of the original panel, whilst the other panel members should either be senior or of equivalent status to the original Chair.

Please note that on occasions where there is a potential conflict of interest in having one of the post holders listed below sit on a panel (i.e. where for example where there is a grievance raised or that person is a witness to the matters under investigation) or where the relevant post-holder is on long term absence someone sufficiently suitable and with appropriate senior authority should sit on the panel either from within SPT.

Like with an Employment Tribunal, all panel members, regardless of status, have equal authority hence why three-person panels are preferable over two-person panels in case of deadlock.

A representative of Cook lawyers and/or their HR business link, the Chief of Staff and/or CFO/CEO, **must** attend any hearing when dismissal is a potential outcome.

Reasons for dismissal include:

- Conduct
- Capability (professional competence / ill health)
- Redundancy
- Statutory restriction, some other substantial reason (SOSR)

People advice from Cook Lawyers must be sought in advance for hearings regardless of whether a dismissal is possible or not.

Investigating Officers should also liaise with Cook Lawyers for advice, training, and support.

The Chief of Staff must be informed at the earliest opportunity of all matters pertaining to disciplinary cases, without exception. The Chief of Staff must be contacted immediately if the need to suspend is required, they will then support you through the process.

Grievance

It is advisable where possible that panels should have at least two people sit on them, however, this should be judged on a case-by-case basis and advice sought from the People team early on in consultation with the complainant.

Membership of the panel to be determined by the role with delegated authority and any other significant factors such as who the grievance may be against.

Formal grievance panels and appeals will have an advisor from Cook Lawyers in attendance

Investigating Officers should also liaise with Cook Lawyers for advice, training and support.

Workforce Development

The Director of Education (schools) is responsible for the Trust wide workforce development programme for all staff, including those based at the College.

With a representative team the DOE(S) continually reviews, develops, and improves the range of learning opportunities available to staff to ensure that SPT can meet its strategic goals and the needs of its diverse staff.

Mandatory safeguarding and data protection training is required for all staff, refreshed on an annual basis.

Health and Safety training is undertaken by all staff with certain activities being required to undertake training more frequently. The SPT Strategic Lead for Estates and Health and Safety is responsible for ensuring compliance across the Trust, Headteachers and the College Principal are responsible for ensuring their staff complete the required training.

Chief of Staff is responsible for ensuring Trustee compliance with statutory training requirements.

People Delegated Authority

	Delegated Duty	D Do	A Accountable	C Check	S Support	I Inform	Comments
5.5.1 Creation of Posts							
5.5.1.1	Creation of temporary or permanent new posts with salary above £100k	CEO	Board	CFO	Chief of Staff		
5.5.1.2	Creation of temporary or permanent new posts with salary between £75k and £100K	Headteacher College Principal CEO	CEO	CFO	Chief of Staff		
5.5.1.3	Creation of temporary or permanent new posts with salary below £75k	Budget Holder	Budget Holder	FBP	CFO Chief of Staff		
5.5.1.4	Determination of CEO's salary	Remuneration Committee	Board				
5.5.1.6	Determination of pay range for an individual with a salary in excess of £75k	CEO	CEO	Remuneration Committee			
5.5.1.7	Determination of pay range for an individual with a salary less than £75k	Delegated budget holder	Chief of Staff	CEO	CFO		All staff must submit job for evaluation for support staff and the STCPD for teaching jobs
5.5.2 Hiring Requisition Authorisation							
5.5.2.1	Academy with budgeted post	Headteacher/ Principal	Headteacher/ Principal	FBP	CFO		
5.5.2.2	Academy without budgeted post	Headteacher/ Principal	Headteacher	CFO	Chief of Staff		
5.5.2.4	Central budgeted post	Delegated budget holder	CFO	CEO	Chief of Staff		
5.5.2.5	Central unbudgeted post	CEO	CEO	CFO	Chief of Staff		

	Delegated Duty	D Do	A Accountable	C Check	S Support	I Inform	Comments
5.5.3 Appointments							
5.5.3.1	Appointment of CEO	Board	Board		Members		Panel to consist of: minimum of 2 Board members and Chair, others by invitation of the SPT Board Chair
5.5.3.2	Appointment of senior central staff	SPT CEO	CEO	Board	Members		Panel to consist of: 1/ 2 Board members, SPT CEO and others by invitation of the SPT Board
5.5.3.3	Appointment of Company Secretary	Board	Board		CEO		
5.5.3.4	Appointment of CFO	CEO	CEO	Board			Panel to consist of: Board member, CEO, and two other suitably senior post holders if possible
5.5.3.9	Appointment of Academy Headteacher/Principal	DOE(S)/CEO	DOE(S)/CEO	CEO	People team		Panel to consist of: CEO and DOE(S) Wherever possible a Board member (school link) should be included. LGB Chairs should be involved in the recruitment process where possible
5.5.3.10	Appointment of Deputy/ Assistant/Vice Headteacher	Headteacher/ Principal	DOE(S)/Principal	CEO	People team		Panel to consist of: DOE(S) and Headteacher and one other
5.5.3.11	Appointment of senior support staff	Headteacher/Principal	DOE(S)/Principal	CEO	People team		Panel to consist of: at least Deputy Headteacher or Headteacher and two others
5.5.3.12	Appointment of Head of Department/Faculty	As delegated by Headteacher/ Principal	Headteacher/Principal	DOE(S)	People team		Panel to consist of: at least Deputy Headteacher or Headteacher and two others
5.5.3.13	Appointment of TLR Posts	As delegated by Headteacher/ Principal	Headteacher/Principal	DOE(S)	People team		Panel to consist of: at least Deputy Headteacher or Headteacher and two others
5.5.3.14	Appointment of all other teaching posts	As delegated by Headteacher/ Principal	Headteacher/Principal	DOE(S)	People team		Panel to consist of: at least Head of Department and two others
5.5.3.15	Appointment of Trust Strategic Leads	Delegated leader	CEO	CFO			Panel to consist of: CEO and two other suitably senior post holders
5.5.3.16	Appointment of central education roles	DOE(S)/CEO	DOE(S)/CEO	CEO	People team		Panel to consist of: three suitably senior staff as designated by the Director of Education
5.5.3.17	Ensuring that at least one safer recruitment trained member of staff sits on each employment panel	Delegated recruiter	Budget holder	Chief of Staff	People team		Training must be renewed every 3 years

	Delegated Duty	D Do	A Accountable	C Check	S Support	I Inform	Comments
5.5.3.18	Ensuring that an Internet search completed on short listed candidates (academy based staff)	People team	Chief of Staff	DOE(S)	T/L SG DOE(S)		
5.5.3.19	Ensuring that an Internet search completed on short listed candidates (central staff)	People team	Chief of Staff	CEO	Safeguarding Team		
5.5.3.20	Ensuring that Pre-employment checks including DBS are all completed before new member of staff begins work	People team	Chief of Staff	DOE(S) CEO			
5.5.3.21	Critical roles commencing without pre-employment checks being completed. Risk analysis and approval	People team	Chief of Staff	CEO DOE(S)			
5.5.4 Action pending disciplinary or dismissal panels							
5.5.4.1	Suspend (academies)	DOE(S)/Principal	CEO	People team			
5.5.4.2	Suspend (central)	Chief of Staff*	CEO	People team			
5.5.4.3	Suspend (SLT and above, central and academies)	CEO	Board	Board			
5.5.5 Constitution of disciplinary and dismissal panels (by respondents)							
5.5.5.1	CEO	Board	Board		People team		Panel to include minimum of the Board Chair and two other trustees
5.5.5.2	DOE(S)/CFO	CEO	CEO	Board	People team		Panel to include two Board members and CEO
5.5.5.3	Chief of Staff	CEO	CEO	Board	People team		Panel to include two board members and CEO
5.5.5.4	Trust Strategic Leads or similar	CEO	CEO	Board	Chief of Staff		Panel to include minimum of CEO (or line manager), Chief of Staff, one Board member
5.5.5.5	Headteachers/College Principal	DOE(S)	DOE(S)	Board	People team		Panel to include CEO, DOE(S), Chief of Staff, one Board member
5.5.5.6	Academy SLT Members inc. Deputy Headteachers	Headteacher/ Principal	Headteacher/ Principal	DOE(S)	People team		Minimum of two people on panel with HT must include people team in attendance
5.5.5.7	All other academy posts	Deputy or Assistant Headteacher/ Principal	Headteacher/ Principal	DOE(S)	People team		Minimum of two people on panel with DHT/AHT must include people team in attendance
5.5.6 Constitution of disciplinary and dismissal appeal panels (by respondents)							
5.5.6.1	CEO	Board	Board				Panel to include minimum of the SPT Board Chair and two other trustees
5.5.6.2	Chief of Staff	Board	Board				Panel to include minimum of the SPT Board Chair and two other trustees

	Delegated Duty	D Do	A Accountable	C Check	S Support	I Inform	Comments
5.5.6.3	DOE(S)/CFO	Board	Board	Board	Chief of Staff		Panel to include minimum of the Board Chair and two other trustees
5.5.6.4	Trust Strategic Leads or similar	CEO	CEO	Board	Chief of Staff		Panel to include minimum of two trustees and CEO (if not involved previously)
5.5.6.5	Headteachers/College Principal	CEO	CEO	Board	People team		Panel to include minimum of the CEO and two Trustees
5.5.6.6	Academy SLT Members inc Deputy Headteachers	DOE(S)	DOE(S)	CEO	People team		Panel to include DOE(S) and a minimum of one other
5.5.6.7	All other Academy posts	DOE(S)	DOE(S)	CEO	People team		Panel to include DOE(S) and minimum of one other
5.5.7 Grievance made by							
5.5.7.1	CEO	Board	Board				Panel to include minimum of the Board Chair and two other trustees
5.5.7.2	Chief of Staff	CEO	CEO	Board			Panel to include minimum of the two trustees and CEO
5.5.7.3	DOE(S)/CFO	CEO	CEO	Board			Panel to include the Vice Chair of Board, one trustee and the CEO
5.5.7.4	Trust Strategic Leads or similar	CEO	CEO	Board	Chief of Staff		Panel to include minimum of one trustee and Chief of Staff
5.5.7.6	Executive Headteachers / Headteachers	DOE(S)	DOE(S)	CEO	People team		Panel to include DOE(S) and a minimum of one Trustee and Chief of Staff
5.5.7.7	Academy SLT Members inc. Deputy Headteachers/Principals	Headteacher	Headteacher	DOE(S)	People team		Panel to include DOE(S) and Chief of Staff
5.5.7.8	All other Academy posts	Deputy or Assistant Headteacher	Headteacher	DOE(S)	People team		Minimum of two people on panel
5.5.8 Grievance appeal by							
5.5.8.1	CEO	Board	Board				Panel to include minimum of the Board Vice Chair and two other trustees
5.5.8.2	Chief of Staff	Board	Board	Board			Panel to include Vice Chair of Board and 2 trustees
5.5.8.3	DOE(S)/CFO	Board	Board				Panel to include minimum of the Board Chair and two other trustees
5.5.8.4	Trust strategic leads or similar	CEO	CEO	Board	Chief of Staff		Panel to include minimum of the CEO and two other trustees
5.5.8.5	Executive Headteachers / Headteachers	CEdO	CEdO	Board	People team		Panel to include minimum of the CEO and two trustees
5.5.8.6	Academy SLT Members inc Deputy Headteachers	DOE(S)	DOE(S)	CEO	People team		Panel to include minimum of the two central SLT staff
5.5.8.7	All other Academy posts	DOE(S)	DOE(S)	CEO	People team		Panel to include minimum of the two central SLT staff
5.5.9 Severance Payments							
5.5.9.1	Severance Payments. Equal to or below contractual value and up to £49,999	CEO	CEO	F+R	People team		

	Delegated Duty	D Do	A Accountable	C Check	S Support	I Inform	Comments
5.5.9.2	Severance Payments. Above contractual notice and up to £49,999	F+R	CEO	Chief of Staff CFO		Remuneration Committee	
5.5.9.3	Severance Payments greater than £50k	Board	Board				Approval in the following order: F+R Committee, Accounting Officer and Board. Prior approval must be obtained from DfE.
5.5.9.4	Severance payments for all central team staff below £50K	CEO	CEO	Board	Chief of Staff		
5.5.10 Signature on Letter of Appointments							
5.5.10.1	CEO	Board Chair	Board Chair	Board Chair			
5.5.10.2	DOE(S)/CFO	CEO	CEO	Board Chair			
5.5.10.3	Chief of Staff	CEO	CEO	Board Chair			
5.5.10.4	Trust Strategic Leads or similar	CEO	CEO	Board Chair			
5.5.10.5	Executive Headteachers / Headteachers	DOE(S)	CEO	CFO			
5.5.10.6	Academy SLT Members inc. Deputy Headteachers	Headteacher	DOE(S)	CEO	Chief of Staff		
5.5.10.7	All other Academy posts	Headteacher, Deputy or Associate Headteacher	DOE(S)	CEO	People team		
5.5.11 Appraisal							
5.5.11.1	Teaching and non-teaching staff appraisal	Line Manager	Line Manager		People team		
5.5.11.2	CEO appraisal	Board Chair, Board Vice Chair	Board Chair		People team		
5.5.11.3	SLT central team	CEO	CEO		People team		
5.5.11.4	Headteachers	DOE(S)	DOE(S)	CEO	People team		
5.5.11.5	All other academy posts	Line managers	Headteachers	DOE(S)	People team		
5.5.12 Pay Progression							
5.5.12.1	All Teaching Roles	Under SPT's teaching pay policy we follow the 'Burgundy Book' and therefore we enact standard teacher terms and conditions.					
5.5.12.2	All Non-Teaching Staff Roles	Under SPT's teaching pay policy we follow the 'Green Book' and therefore we enact standard terms and conditions.					
5.5.12.3	UPS Pay Progression	DOE(S)	DOES(S)	CEO			Headteacher makes recommendation based on application to the DOE(S)
5.5.13 Contract Variations							
5.5.13.1	Salaries in excess of £75k	CEO	CEO	Board			
5.5.13.2	Salaries for central team	CEO	CEO	Board			
5.5.13.3	Salaries for academy staff below £75k	Headteacher	Headteacher	DOE(S)			

	Delegated Duty	D Do	A Accountable	C Check	S Support	I Inform	Comments
5.5.13.4	Executive Headteacher and Headteacher, Deputy and Associate Headteacher	DOE(S)	CEO	Chief of Staff			
5.5.13.5	All other Academy posts below £75k (not Deputy or Headteacher posts)	Headteacher	DOE(S)	FBP			
5.5.14 Staffing Restructures where there is a risk of redundancy							
5.5.14.1	Approval to begin a redundancy / restructuring programs	CEO	CEO	F+R	Chief of Staff DOE(S) College Principal		Note: must be approved in advance by the F+R and must be supported by a full business case. Note: Approval to process with the programme does not constitute final approval of any redundancy. See below.
5.5.14.2	Approval of to proceed with Redundancy once full costs are known	CEO	CEO	CFO	Chief of Staff		Note: Approval of Early Retirement Payments require separate approval below.
5.5.15 Other							
5.5.15.1	Ensuring compliance with equalities legislation	Chief of Staff	Board	CEO	People team		
5.5.15.2	Authorisation of any ex-gratia payments	CEO	CEO	Board	CFO Chief of Staff		
5.5.15.3	Revisions to pay and conditions arrangements	Chief of Staff	F+R	CEO	CFO		
5.5.15.4	National Collective Agreements	Chief of Staff	Board	CEO	CFO		To be signed by Board Chair
5.5.15.5	Authorisation of discretionary pension payments*	CEO	F+R	CFO	Chief of Staff		*early retirement, exercise of pension discretions, ill-health retirement applications
5.5.15.6	Appeals for discretionary pension payments*	CEO	Board Remuneration Committee	CFO	Chief of Staff		*early retirement, exercise of pension discretions, ill-health retirement applications
5.5.15.7	Administration of employment contracts, pay and conditions of services (with the exception of previous delegated authorities)	People team	Chief of Staff				
5.5.15.8	Tribunals and other staff related employment court claims	Chief of Staff	CEO	Board	People team		All claims must be passed to our employment lawyers

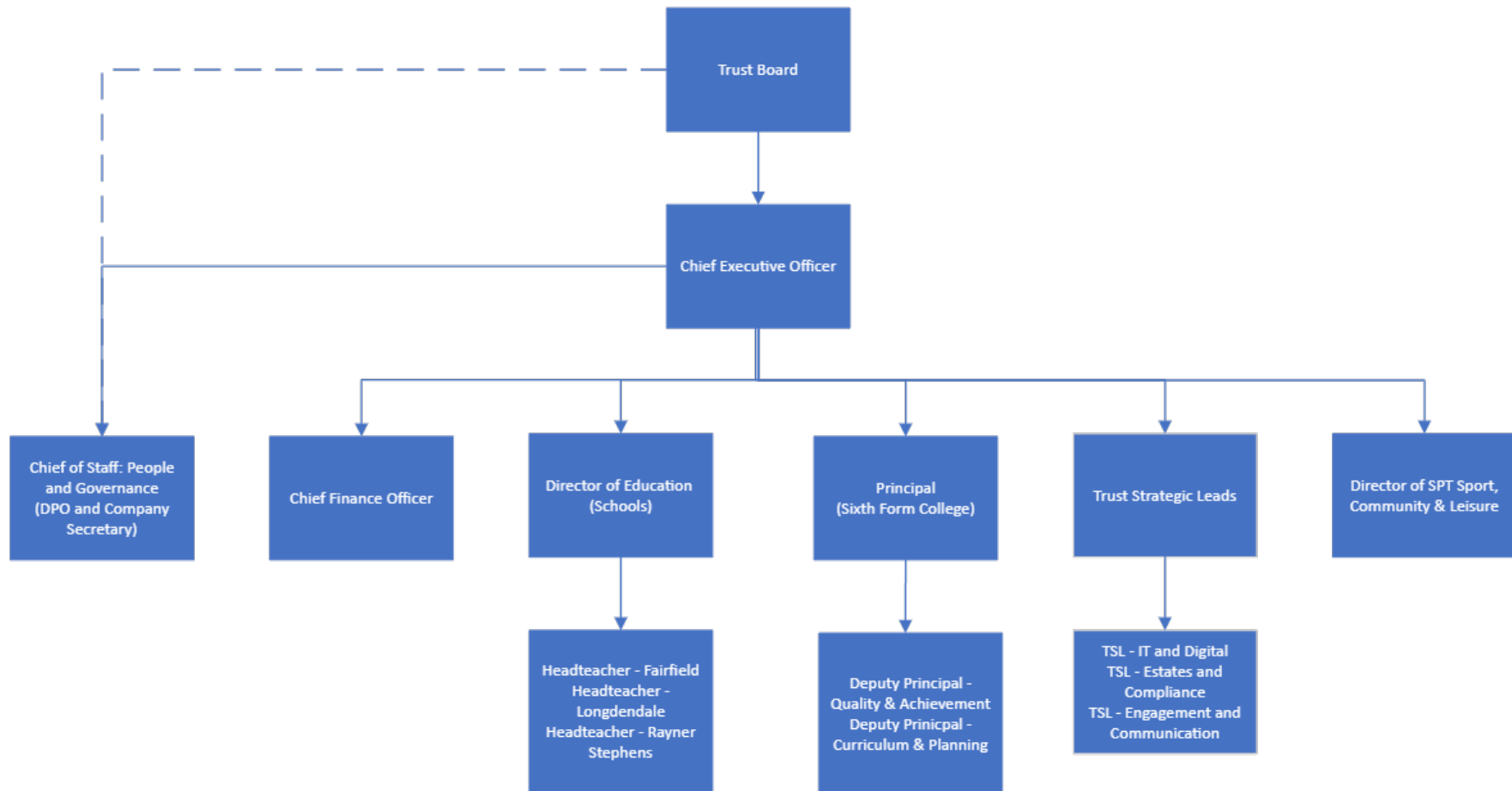
Operations

SPT manages several different services over functional areas and ensures our academies are well served by operational functionality.

- The Chief Finance Officer oversees the Finance function

- The Chief of Staff oversees the People and Governance and is the DPO
- The Trust Strategic Lead for Estates and Health and Safety oversees that function
- The Trust Strategic Lead for ICT and Digital oversees that function
- The Trust Strategic Lead for Engagement and Communication oversees that function

The Trust strategic leads are also responsible for ensuring that the areas they oversee operate within our policy, statutory and regularity frameworks.



Team Around the School and College (TASC group)

Our ability to act as a single organisation is key to our success and the implementation of our strategic plan.

We have weekly meetings of the TASC group to focus on achieving our organisational goals.

The focus of these meetings is:

- To review progress against the 5 pillars
- To manage the operational performance of the services Academies are receiving.
- To ensure that communication is effective and that risks are escalated and managed.

Health and Safety Delegated Authority (H&S)

	Delegated Duty	D Do	A Accountable	C Check	S Support	I Inform	Comments
6.2.1 Health and Safety Roles and Delegated Authority							
6.2.1.1	Creation and ownership of SPT Health and Safety related policies	T S/L Estates and H&S	T S/L Estates and H&S	CEO			
6.2.1.2	Review and approve SPT Health and Safety related policies	TASC	Board	F+R			
6.2.1.3	Ensuring the health and safety related policies meets with legislation, all relevant regulations, approved codes of practice and industry best practice.	T S/L Estates and H&S	F+R	CEO			
6.2.1.4	Ensuring compliance with Health and Safety Policies across SPT	All Staff	T S/L Estates and H&S	CEO		Board	
6.2.1.5	Ensuring that the Health and Safety committee operates effectively	T S/L Estates and H&S	T S/L Estates and H&S	CEO		Board	
6.2.1.6	Monitoring effectiveness of the Health and Safety Management System	T S/L Estates and H&S	T S/L Estates and H&S	CEO		Board	
6.2.1.7	Periodically review organisational health and safety performance	T S/L Estates and H&S	Board	CEO			
6.2.1.8	Ensure adequate resources are available for the discharge of SPT health and safety duties	CEO	Board	CFO	CFO		
6.2.1.9	Providing arrangements to secure health and safety compliance	T S/L Estates and H&S	T S/L Estates and H&S	CEO			
6.2.1.10	Implementing academy level risk assessments and appropriate control measures	Academy Headteacher/ Principal	Academy Headteacher/ Principal	T S/L Estates and H&S	DOE(S)		
6.2.1.11	Implementing service team risk assessments and appropriate control measures	T S/L Estates and H&S	Headteacher	DOE(S)			

	Delegated Duty	D Do	A Accountable	C Check	S Support	I Inform	Comments
6.2.1.12	Ensuring appropriate organisational Health and Safety training is in place for all staff	T S/L Estates and H&S	T S/L Estates and H&S	CEO	DOE(S)		
6.2.1.13	Ensuring appropriate training and competency for safe running of the Academy.	Headteacher	T S/L Estates and H&S	CEO	DOE(S)		
6.2.1.14	Ensuring appropriate training and competency for safe delivery of service.	DoS, DoE	CEO		T S/L Estates and H&S		
6.2.1.15	Ensuring that all academy staff complete appropriate Health and Safety training as per SPT policies	Line Manager	Academy Headteacher/Principal		T S/L Estates and H&S		
6.2.1.16	Ensuring that all national staff complete appropriate Health and Safety training as per SPT policies	Line Manager	Academy Headteacher/Principal		T S/L Estates and H&S		
6.2.1.17	Ensuring the implementation of health and safety policies and for statutory compliance (Academy)	Health and Safety Champion	Academy Headteacher/Principal		T S/L Estates and H&S		
6.2.1.18	Ensuring the implementation of health and safety policies and for statutory compliance (central)	T S/L Estates and H&S	T S/L Estates and H&S	CEO	Chief of Staff		
6.2.1.19	Management of Adverse Events (academy)	As Required	Academy Headteacher / Principal	DOE(S)	As Required		
6.2.1.20	Undertaking H&S Investigations (academy)	T S/L Estates and H&S	Academy Headteacher/Principal	CEO	Chief of Staff	DOE(S)	
6.2.1.21	Undertaking H&S Investigations (central)	T S/L Estates and H&S	T S/L Estates and H&S	CEO	Chief of Staff		
6.2.1.22	Managing the completion of remedial actions (academy)	Health and Safety Champion	Headteacher	T S/L Estates and H&S	T S/L Estates and H&S		
6.2.1.23	Managing the completion of remedial actions (central)	T S/L Estates and H&S	T S/L Estates and H&S	CEO			
6.2.1.24	Disseminating the Health and Safety related policies and ensuring reports are aware of their responsibilities under SPT policy.	Line Managers	T S/L Estates and H&S	CEO			
6.2.1.25	Reviewing academy Health and Safety performance regularly	Headteacher	T S/L Estates and H&S	DOE(S)		F+R	

Facilities Management

Facilities Management falls into two areas of operation: local site teams and central quality assurance and support.

The Trust Strategic Lead for Estates and H&S focuses on the statutory compliance, maintenance and repair of the building elements including mechanical and electrical and other such critical building elements alongside ensuring soft services create a safe, clean, and comfortable environment.

The Academy Operations Manager and Site Manager are responsible for:

- Identifying performance issues, and alerting the central team to areas for improvement of the estate.
- Leading the recruitment, training, and delivering a high-performing team at each academy,
- Supporting the academy to deliver plans for change projects academies may wish to undertake,
- Dealing with critical incidents and local risk registers.

Facilities Management Delegated Authority

	Delegated Duty	D Do	A Accountable	C Check	S Support	I Inform	Comments
6.3.1 Facilities Management Delegated Authority							
6.3.1.1	Undertake repairs associated with local damage	OpM/Site Man	Headteacher/Principal	T S/L Estates and H&S			
6.3.1.2	Ensure all planned preventative maintenance is facilitated and delivered at Academies.	T S/L Estates and H&S	T S/L Estates and H&S	CEO			
6.3.1.3	Procure & provide all estates related services	T S/L Estates and H&S	T S/L Estates and H&S	CFO			
6.3.1.4	Contractual variations to local estates services provided by external contractors	OpM/Site M	T S/L Estates and H&S	CFO			
6.3.1.5	Recruitment of academy site teams	Op M/Site M	Headteacher/Principal	T S/L Estates and H&S	People team		
6.3.1.6	Appraisal and line management of site teams	OpM	Headteacher/Principal	T S/L Estates and H&S	People team		

Cyber Security

Cyber Security represents one of the largest areas of organisational risk SPT faces.

Educational organisations are actively targeted, potentially leading to disruption to our operations and risks to the information that we hold about the young people in our care and the colleagues we work with every day. Information Governance is a key compliance area governed by specific legislation both in terms of Data Protection (Information about people) and Freedom of Information (the right of access to other information).

There are specific delegated authorities associated with the management of Cyber Security and Information Governance which are detailed below.

	Delegated Duty	D Do	A Accountable	C Check	S Support	I Inform	Comments
6.4.1 Policies							
6.4.1.1	Development of the IT Security Policy	Trust S/L IT&Digital	Trust S/L IT &Digital	TASC	IT Team	F+R	
6.4.1.2	Development of the Information Security Policy	Trust S/L IT&Digital	Trust S/L IT &Digital	TASC	IT Team	F+R	
6.4.1.3	Implementation of the IT Security Policy	NetM	Headteacher/ Principal	Trust S/L IT&Digital	IT Team	F+R	
6.4.1.4	Implementation of the Information Security Policy	NetMan	Headteacher/ Principal	Chief of Staff	IT Team	F+R	
6.4.2 System Access Control							
6.4.2.1	Ensuring that access to our system is restricted to only those who have a legitimate need to do so (local)	NetMan	Trust S/L IT &Digital	Headteacher		F+R	
6.4.2.2	Determination of the system access control	NetMan	Trust S/L IT &Digital	TASC		F+R	
6.4.2.3	Ensuring that all staff, students, contactors, volunteers, and other authorised individuals are correctly detailed in the MIS system. (academy)	OpsMan	Headteacher/ Principal	Chief of Staff		F+R	
6.4.2.4	Ensuring that all staff, contactors, volunteers, and other authorised individuals are correctly detailed in the MIS system. (central)	People team	Chief of Staff	CEO		F+R	
6.4.3 User Account Protection							
6.4.3.1	Access to SPT systems is restricted from outside of the UK	NetMan	Trust S/L IT&Digital		IT Team	All Staff	
6.4.3.2	Staff accounts are protected by Multi-factor Authentication (MFA)	NetMan	Trust S/L IT&Digital		IT Team	All Staff	
6.4.3.3	Unexpected behaviour results in accounts being restricted or disabled	NetMan	Trust S/L IT&Digital		IT Team	All Staff	
6.4.3.4	Accounts are protected in accordance with the Policy	NetMan	Trust S/L IT&Digital		IT Team	All Staff	
6.4.4 Network Perimeter Defence							
6.4.4.1	Ensuring that the network perimeter does not allow unauthorised access to the network	NetMan	Trust S/L IT&Digital		IT Team	All Staff	
6.4.4.2	Changes to firewall rules	NetMan	Trust S/L IT&Digital		IT Team		
6.4.4.3	Changes to network segmentation rules	NetMan	Trust S/L IT&Digital		IT Team		
6.4.4.4	Ensuring that only software, hardware or other solutions which have been validated and authorised may be used (academy)	Academy Headteachers	Academy Headteachers	Trust S/L IT&Digital	IT Team	All Staff	All software must be authorised by the Trust S/L ICT/Digital before it is purchased or used.

	Delegated Duty	D Do	A Accountable	C Check	S Support	I Inform	Comments
6.4.4.5	Ensuring that only software, hardware or other solutions which have been validated and authorised may be used (central)	Trust S/L IT&Digital	Trust S/L IT&Digital	Trust S/L IT&Digital	IT Team	All Staff	All software must be authorised by the TrustS/L IT/Digital before it is purchased or used.
6.4.4.6	Ensuring that centrally provided, hardware or other solutions have been validated and authorised before use.	NetMan	Trust S/L IT&Digital	TASC	IT Team	All Staff	
6.4.5 Software Updates							
6.4.5.1	Ensuring all software used within SPT is updated against security vulnerabilities in a timely fashion.	IT Team	Trust S/L IT&Digital		IT Team	All Staff	
6.4.6 Configuration Control							
6.4.6.1	Ensuring that the configuration of software and systems does not introduce Security Vulnerabilities into the IT Infrastructure	IT HIS	Trust S/L IT&Digital		IT Team		
6.4.6.2	A standard configuration is applied to SPT IT Devices which restricts access to the settings and prevents vulnerabilities being introduced.	IT Infrastructure Team	Trust S/L IT&Digital		IT Team		
6.4.7 User Protection							
6.4.7.1	Ensuring that users are protected from accessing potentially high-risk material via the internet which introduces vulnerabilities into the network	IT Team	Trust S/L IT&Digital		IT Team	All Users	
6.4.7.2	Access to the internet from SPT devices is filtered for security vulnerabilities as well as inappropriate content.	IT Team	Trust S/L IT&Digital		IT Team	All Users	
6.4.7.3	Ensuring that websites which allow the download of malware and other viruses or that are used to communicate with / control these types of content are restricted.	IT Team	Trust S/L IT&Digital		IT Team	All Users	

Information Compliance and Data Protection

	Delegated Duty	D Do	A Accountable	C Check	S Support	I Inform	Comments
6.5.1 Policies							
6.5.1.1	Development of the Data Protection Policy suite	Chief of Staff	Chief of Staff	CEO		F+R	
6.5.1.2	Implementation of Data Protection Policy suite	Chief of Staff	Chief of Staff	CEO		Board	

	Delegated Duty	D Do	A Accountable	C Check	S Support	I Inform	Comments
6.5.2 Information Governance							
6.5.2.1	Ensuring effective information governance and 'Data Protection'.	Chief of Staff	Board	CEO		All Staff	
6.5.2.2	Ensuring compliance with Data Protection Policies (academy)	Headteacher/ Principal	DOE(S)/Principal	Chief of Staff		Board	
6.5.2.3	Ensuring compliance with Data Protection Policies (central)	Chief of Staff	Chief of Staff	CEO		Board	
6.5.2.4	Ensuring that data in the MIS is accurate (academy)	Ops Man	Headteacher/ Principal	DOE(S)			
6.5.2.5	Ensuring that data in the MIS is accurate (central)	IT team	Trust S/L IT&Digital	Chief of Staff			
6.5.2.6	Ensuring Information is only stored in authorised locations	All Staff	Data Owner	Trust S/L IT&Digital			
6.5.3 Training							
6.5.3.1	Design and Implementation of all staff data protection training	Chief of Staff	Chief of Staff	CEO	DOE(S) T S/L Estates and H&S		
6.5.3.2	Design and Implementation of face-to-face data protection training	Chief of Staff	Chief of Staff	CEO	DOE(S) T S/L Estates and H&S		
6.5.3.3	Ensuring all staff complete data protection training (academy)	Headteacher/ Principal	Headteacher/ Principal	DOE(S)	DOE(S) T S/L Estates and H&S		
6.5.3.4	Ensuring all staff complete data protection training (central)	Chief of Staff	Chief of Staff	CEO	DOE(S) T S/L Estates and H&S		
6.5.4 Data Protection Impact Assessments							
6.5.4.1	Ensuring that all data sharing is undertaken in a manner which is compliant with policy	All Staff	Chief of Staff	IT Team	IT Team	All Staff	
6.5.4.2	Ensuring that any activity which involves the routine sharing of personal information including the use of online services storing any information about people has a completed Data Protection Impact Assessment (DPIA) in place (academy)	All Staff	Headteacher/ Principal	IT Team	IT Team	All Staff	
6.5.4.3	Ensuring that any activity which involves the routine sharing of personal information including the use of online services storing any information about people has a completed Data Protection Impact Assessment (DPIA) in place (central)	All Staff	Chief of Staff	IT Team	IT Team	All Staff	
6.5.4.4	Sign off of completed DPIA	Chief of Staff DPO	Chief of Staff DPO	CEO		Requestor	
6.5.4.5	Ensuring organisational controls set out in a DPIA are implemented (academy)	Requestor	Headteacher/ Principal	DOE(S)	IT Team	DPO	
6.5.4.6	Ensuring organisational controls set out in a DPIA are implemented (central)	Requestor	Chief of Staff	CEO	IT Team	DPO	
6.5.5 Data Protection Breaches							

	Delegated Duty	D Do	A Accountable	C Check	S Support	I Inform	Comments
6.5.5.1	Liaison with ICO regarding Data Protection breaches	Chief of Staff DPO	Chief of Staff DPO	CEO	IT team	A+R	All liaison on behalf of SPT with the ICO must be undertaken by the DPO or CEO only.
6.5.5.2	Ensuring that the DPO is informed of all data protection breaches as soon as they are identified (academy)	Data Protection Lead/All Staff	Headteacher/ Principal	Chief of Staff	IT Team	IT Team	
6.5.5.3	Ensuring that the DPO is informed of all data protection breaches as soon as they are identified. (central)	All Staff	Chief of Staff	CEO	IT Team	IT Team	
6.5.5.4	Ensuring that all Data Protection Breaches are recorded	T S/L ICYT and digital	Chief of Staff DPO	CEO	IT Team	A&R Committee	The Board A&R Committee must be informed quarterly of all Data Protection Breaches
6.5.5.5	Ensuring that all Data Protection Breaches are, where required reported to the Information Commissioners Office (ICO)	Chief of Staff DPO	Chief of Staff DPO	CEO		TASC	
6.5.5.6	Management of a Data Protection Breach (academy)	Data Protection lead	Headteacher/ Principal	Chief of Staff DPO	IT team	TASC	
6.5.5.7	Management of a Data Protection Breach (central)	Chief of Staff	Chief of Staff	CEO	IT Team	TASC	
6.5.6 Subject Access Requests							
6.5.6.1	Reporting all Subject Access Requests to the DPO (academy)	Data Protection Lead	Headteacher/ Principal	DOE(S)	IT Team	A&R Committee	The A&R Committee must be informed quarterly of all SARs quarterly
6.5.6.2	Reporting all Subject Access Requests to the DPO (central)	Chief of Staff	Chief of Staff	CEO	IT Team	A&R Committee	
6.5.6.3	Management of a SAR (academy)	Ops Man	Headteacher/ Principal	DPO	IT Team		
6.5.6.4	Management of a SAR (central)	Chief of Staff	Chief of Staff	CEO	IT Team		
6.5.6.5	Sifting, redaction and indexing of return. (academy)	Ops Manager	Headteacher/ Principal	Chief of Staff	IT Team		
6.5.6.6	Sifting, redaction and indexing of return. (central)	Chief of Staff	Chief of Staff	CEO	I Team		
6.5.6.7	Authority for the release of information in response to a Subject Access Request (academy)	Headteacher	Chief of Staff	DOE(S)	IT Team		
6.5.6.8	Authority for the release of information in response to a Subject Access Request (central)	Chief of Staff	Chief of Staff	CEO	IT Team		
6.5.6.9	Redaction via a third-party service	Chief of Staff	Chief of Staff	CEO	IT Team		
6.5.7 IT Searches							
6.5.7.1	Definition of searches to be completed	Chief of Staff	Chief of Staff	CEO	IT Team		
6.5.7.2	Authorisation to complete the search (Data Protection Related)	Chief of Staff	Chief of Staff DPO	CEO	IT Team		
6.5.7.3	Authorisation to complete the search (Safeguarding Related)	Chief of Staff DPO T S/L IT & T/L	Chief of Staff	CEO	IT Team		

	Delegated Duty	D Do	A Accountable	C Check	S Support	I Inform	Comments
		SG					
6.5.7.4	Authorisation to complete the search (HR Investigation Related)	Chief of Staff T S/L IT/Digital	Chief of Staff	CEO	IT Team		
6.5.7.5	Completion of IT Searches	IT Team	T S/L IT/Digital	Chief of Staff	IT Team		
6.5.7.6	Sharing of search results	IT Team	T S/L IT/Digital	Chief of Staff	IT Team		
6.5.8 Freedom of Information Requests/EIR Requests							
6.5.8.1	Reporting all Freedom of Information Requests (FOIs)/Environmental Information Regulation (EIR) requests to the DPO (academy)	All Staff	Headteacher	CEO	IT Team	A&R Committee	The Board and A&R Committee must be informed of all FOIs quarterly
6.5.8.2	Reporting all Freedom of Information Requests (FOIs)/EIR requests to the DPO (central)	All Staff	Chief of Staff	CEO	IT Team	A&R Committee	
6.5.8.3	Corresponding with FOI/EIR applicants	Chief of Staff	Chief of Staff	CEO	IT Team		
6.5.8.4	Collation of information requested under FOIs/EIRs	Chief of Staff	Chief of Staff	CEO			
6.5.8.5	Use of FOI/EIR exemptions	Chief of Staff	Chief of Staff	CEO			
6.5.8.6	Final approval of FOIs/EIRs	CEO	CEO	CEO	IT Team		
6.5.9 Police/LAs/Courts Requests							
6.5.9.1	Reporting all Police/LA/Court Requests to the DPO (academy)	DSLs	Headteacher/ Principal	DOE(S)	Chief of Staff	T/L SG	
6.5.9.2	Management of Police/LA/Court requests.	Chief of Staff	Headteacher/ Principal	DOE(S)	T/L SG		
6.5.9.3	Approval of Police/LA/Court requests	Chief of Staff DPO	Chief of Staff DPO	CEO	T/L SG		

Management of Academy Complaints

	Delegated Duty	D Do	A Accountable	C Check	S Support	I Inform	Comments
6.6.1 Complaints							
6.6.1.1	Complaint against the Chair of the Board	Chair of the Members	Members	Legal	Chief of Staff	Board	
6.6.1.2	Ensures policy is up-to-date and published on trust and academy websites	Chief of Staff	CEO	Legal	People team	Board	

	Delegated Duty	D Do	A Accountable	C Check	S Support	I Inform	Comments
6.6.1.3	Complaint is considered on an informal basis (stage 1)	Headteacher/ Principal	DOE(S)	Chief of Staff	Ops Man People team	Complainant Person subject to complaint	Complaint may need referral to the LADO
6.6.1.4	Written complaint (stage 2a)	Headteacher/ Principal	DOE(S)	Chief of Staff	Ops Manager T/L SG People team	Complainant Person subject to complaint Legal	Complaint may need referral to the LADO
6.6.1.5	Written complaint (stage 2a)	DOE(S)	CEO	Chief of Staff	Ops Manager People team T/L SG	Complainant Person subject to complaint Legal	Complaint may need referral to the LADO
6.6.1.6	Panel hearing	Chief of Staff	CEO	Legal	People team T/L SG	Complainant Person subject to complaint Trustees	Complaint may need referral to the LADO

Engagement and communication

	Delegated Duty	D Do	A Accountable	C Check	S Support	I Inform	Comments
6.7.1 Press							
6.7.1.1	Prepare local good news stories for local media	Academy team	Headteacher/ Principal	DOE(S)	Dev Team		
6.7.1.2	Authorise release of local good news stories for local media	Headteacher/ Principal	Headteacher/ Principal	DOE(S)	Dev Team		
6.7.1.3	Preparing a response to a local good news media enquiry	Headteacher/ Principal	Headteacher/ Principal	DOE(S)	Dev Team		
6.7.1.4	Authorising response to a local good news media enquiry	Headteacher/ Principal	Headteacher/ Principal	DOE(S)	Dev Team		

	Delegated Duty	D Do	A Accountable	C Check	S Support	I Inform	Comments
6.7.1.5	Preparing response to potentially negative media (and social media) stories	Dev Team	T S/L E+C	CEO	Headteacher, Academy SLT, DOE(S), other appropriate stakeholder	Board	Depending on the nature of the incident, we may need to take advice from, or follow the guidance of external stakeholders, including the police, local authorities or the families of students or staff
6.7.1.6	Authorising response to potentially negative media (and social media) stories	CEO	CEO	Board			
6.7.2 Website							
6.7.2.1	Updating the academy-controlled elements of the website, e.g. news stories, academy info	Ops Man	Headteacher/ Principal	DOE(S)	Dev Team Chief of Staff		
6.7.2.2	Updating the regulatory elements of the website, e.g. legally required policies	Chief of Staff	DOE(S)	CEO	Dev Team		
6.7.2.3	Academy website compliance check	DOE(S)	DOE(S)	Chief of Staff	Dev Team	CEO	
6.7.2.4	Ensure academy website is compliant	Ops Man	Headteacher/ Principal	Chief of Staff	Dev Team	CEO	
6.7.2.5	Updating SPT website, e.g. news stories	Dev Team	T S/L E+C	CEO	DOE(S) College Principal		
6.7.2.6	Ensure SPT website is compliant	Dev Team	T S/L E+C	Chief of Staff	DOE(S) College Principal TASC		
6.7.3 Branding and Design Work							
6.7.3.1	Permanent building and academy grounds signage – commission an agency to do new signage (existing academy)	T S/L Estates and H+S	Headteacher/ Principal	CEO	DOE(S)		
6.7.3.2	Permanent building and academy grounds signage - sign off of final design work	T S/L Estates and H+S	Headteacher/ Principal	CEO	DOE(S)		
6.7.3.3	Permanent building and academy grounds signage – commission an agency to do new signage (new builds and temporary accommodation)	T S/L Estates and H+S	T S/L Estates and H+S	CEO	Headteacher/ Principal DOE(S)		
6.7.3.4	Permanent building and academy grounds signage - sign off of final design work	T S/L Estates and H+S	Headteacher/ Principal	CEO	Dev Team DOE(S)		
6.7.3.5	Commissioning design work e.g. prospectuses, banners, leaflets, and other print / digital assets	T S/L E+C	Headteacher/ Principal	CEO	Dev Team DOE(S)		
6.7.3.6	Signing off design work, e.g. prospectuses, banners, leaflets, and other print/ digital assets	Ops Man	Headteacher/ Principal	CEO	Dev Team DOE(S)		
6.7.4 Social Media							

	Delegated Duty	D Do	A Accountable	C Check	S Support	I Inform	Comments
6.7.4.1	Social media – day to day running of academy social media accounts	Dev Team	T S/L E+C	DOE(S)	CEO		
6.7.4.2	Social media – creation of new social media accounts	Dev Team	T S/L E+C	DOE(S)	CEO		

Appendix 1 - SPT Accountability Matrix

	Delegated Duty	D Do	A Accountable	C Check	S Support	I Inform	Notes
7.1.1 Vision, mission, ethos and culture							
7.1.1.1	Developing the overall vision, mission, core narrative and end goals of SPT	CEO TASC group	CEO	Board			
7.1.1.2	Holding the functions of SPT accountable for acting within the overall vision, mission, core narrative and end goals	CEO TASC group	CEO	Board			
7.1.1.3	Holding each function of SPT accountable for acting in accordance with the ethos	CEO TASC group	CEO	Board			
7.1.1.7	Developing the educational narrative	DOE(S) College Principal	CEO	Board			
7.1.1.8	Ensuring compliance with the educational narrative	DOE(S) College Principal	CEO	Board			
7.1.1.9	Designing an organisational shape within the education function that can enact the educational narrative	CEO	CEO	Board			
7.1.1.14	Developing the SPT brand	CEO	CEO	Board			
7.1.2 Strategy and communications							
7.1.2.1	Developing the overall SPT strategy	CEO TASC group	CEO	Board			
7.1.2.2	Developing a framework/ process for enacting the overall SPT strategy	CEO TASC group	CEO	Board			
7.1.2.3	Developing the high level strategic direction and overall objectives for the education function, which are appropriate and further the overall SPT narrative and framework	DOE(S) College Principal	CEO	Board			
7.1.2.4	Developing the budgetary direction for the education function in line with the high-level strategy and objectives	CFO	CEO	Board			

	Delegated Duty	D Do	A Accountable	C Check	S Support	I Inform	Notes
7.1.2.5	Developing the detailed strategy for delivery of the education function	DOE(S)	CEO	Board			
7.1.2.6	Ensuring quality educational delivery and outcomes	DOE(S) Headteachers College Principal	CEO	Board			
7.1.2.7	Ensuring quality organizational delivery and outcomes	CEO TASC group	CEO	Board			
7.1.2.8	Intervention around significant exception poor performance/ reputational risk in the education	CEO DOE(S)	CEO	Board			
7.1.2.9	Communications around significant exception poor performance/ reputational risk in the education function	CEO DOE(S) College Principal	CEO	Board			
7.1.2.10	Internal communication with all SPT staff around #onetrustoneteam	CEO	CEO	Board			
7.1.3 Governance and regulatory compliance							
7.1.3.1	Developing the overall SPT national and local governance framework	Chief of Staff	CEO	Board			
7.1.3.2	Appointing trustees	Board / Members	Board / Members	Board	Chief of Staff	Members DfE Public Companies House	
7.1.3.3	Ensuring that all trustees are fit for role	Board	Board	Board	CEO		
7.1.3.4	Ensuring smooth working/ communication across the governance structure	Chief of Staff	CEO	Board			
7.1.3.5	Assessment of the combined risk profile/ compliance across SPT	Chief of Staff	CEO	Board			
7.1.3.6	Ensuring that no part of SPT is taking undue/ unmanaged reputational risk	Chief of Staff	CEO	Board			
7.1.3.7	Ensuring that quality risk management is taking place within the education function	DOE(S)	CEO	Board	TASC		

	Delegated Duty	D Do	A Accountable	C Check	S Support	I Inform	Notes
7.1.3.8	Delivering quality risk management/ compliance within the education function	TASC group	CEO	Board			
7.1.3.9	Ensuring financial regularity within the education function	CFO	CEO	Board			