



SCHEME OF DELEGATION

Community Inclusive Trust

Approved by:	Trust Board	Date: 31.10.2025
Last reviewed on:	October 2025	
Next review due by:	October 2026	

Scheme of Delegation Matrix

This Scheme of Delegation matrix is taken, and adapted, from the National Governance Association Model published in July 2023. It covers statutory and essential responsibilities.

Key	
A	Answerable for the task being delivered. Delegates the task to those responsible.
Accountable (and approver)	There should be only one group/person accountable for each task/decision.
R	Responsible for the delivery. Does the work to achieve the task. Can be shared between groups/individuals.
Responsible	
C	Where appropriate (as deemed by the Executive Team) will be involved before the decision is made. Communication is two-way - these are important stakeholders or have relevant specialist knowledge.
Consulted	
*Highlighted	Statutory expectation or necessary to comply with Articles of Association or Funding Agreement.

	Members	Board of Trustees	Board Committee	CEO	Executive Team (other)	Headteacher	LSB
DECISIONS RE: TRUST VISION, VALUES, MISSION, STRATEGIC PRIORITIES AND KPIs							
Approve Trust's statements of Vision, Values and Mission		A		R	R		
Approve Trust's Strategic Development Priorities and associated KPIs		A		R	R		
EDUCATION DECISIONS							
Approve school curriculums					A	R/C	C
Approve school self-evaluation					A	R/C	C
Approve school educational targets			A E&SG	R	R	R/C	C

	Members	Board of Trustees	Board Committee	CEO	Executive Team (other)	Headteacher	LSB
Approve school strategies for Pupil Premium expenditure					R/C DoE	A	C
Approval of school census information prior to DfE submission					A	R/C	
Pupil Exclusions							
The decision to issue a suspension					C DoE	A	
The decision to permanently exclude, pending a disciplinary committee meeting				R/C	R/C	A	R/C
Annual Education Reports							
Approval of Trust level annual Pupil and Sports Premium impact report			A E&SG	R/C	R/C	R/C	
Approval of school annual Pupil and Sports Premium impact reports					A	R/C	R
Safeguarding							
Approval of Trust level Safeguarding report to Local Safeguarding Children's Panel			A People				
Authority to take action required to ensure that all Safeguarding policies and procedures are being adhered to within the schools		A	A	A	A	A	A
School Closures							
Decision to close for Health & Safety reasons				A	A	R/C	
OPERATIONAL DECISIONS							
New Schools							
Contact with Regional Director to discuss potential new school/ free school and initial preparatory work				A	R/C		
Approval to progress to due diligence		A		R	C		

Approval to sign MoU of transfers to CIT		A		R	C		
Risk							
Approve Trust-wide Risk Policy and risk appetite statement		A	R All	R/C	R/C		
Approve the Trust-wide Risk Register		A	R	R/C	R/C		

	Members	Board of Trustees	Board Committee	CEO	Executive Team (other)	Headteacher	LSB
			A&R				
Authority to take action required to ensure that all organisational risks are being effectively mitigated				A	A		
Approve the school Risk Register						A and SOM	C
Authority to take action required to ensure that all school level risks are being mitigated					R/C	A	C
Estates and Assets							
Approve/reject proposals for the acquisition/disposal of land/buildings			A F&E	R/C	R/C		
Approve capital works and long-term building projects, based on annual conditions and the Estates 5 Year Strategy			A F&E	R/C	R/C		
Health & Safety							
Authority to take action required to ensure that all Health & Safety policies and procedures are being adhered to at Trust level				A	A		
Authority to take action required to ensure that all Health & Safety policies and procedures are being adhered to within the schools				A	A	A	C
Legal							
Authority to seek legal advice from CIT's procured A A A	A	solicitors Chair or delegated by Chair	Trustee Required DoE	to notify			

Freedom of Information							
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Authority to submit FoI responses on behalf of CIT R - DPO	A	C					
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Communications							
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Approve all press responses identified as a risk to CIT’s reputation (school and Trust level)		C		A/R	R/C	C	
Approve all press responses at Trust level				A/R	R/C	C	

	Members	Board of Trustees	Board Committee	CEO	Executive Team (other)	Headteacher	LSB
Approve all press responses at school level					R/C	A	
Approve any commissioned writing/opinion pieces for external parties (e.g. articles, book chapters) from CIT employees					A	A	
Delegation to quality assure all school websites to ensure all are fully compliant with Ofsted and regulatory requirements					A	R/C	

Operational Value for Money							
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Approve national value for money operational projects where the value exceeds the levels permitted for the Executive Team to approve as set out in the Finance Policy			A F&E	A/R/C	R/C CFO		
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FINANCIAL DECISIONS							
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Staffing appointments							
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Any staff hire with annual total salary over £100k per annum, permanent or temporary			A People	R/C	R/C CFO		
Any Central staff hire outside of agreed budget				A	A CFO		
Any school staff hire or salary increases outside of agreed budget				A	A CFO, DoE	R/C	

All school staff hire if part of agreed budget					R/C	A	
Staff reorganisations							
Any reorganisation with the potential for: - over 20 roles being made redundant; or - over £100,000 cost in redundancy and notice payments; or - above a 5% reduction in overall staffing cost within the workplace. Within any 90-day period.		A *	C F/E, People	R/C	R/C	C	
Any reorganisation with the potential for:			C	A	R/C		

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- up to 20 roles being made redundant; or - up to £100,000 cost in redundancy and notice payments; or - up to a 5% reduction in overall staffing cost within the workplace. Within any 90-day period.			F/E				
Any reorganisation not involving staff consultation or potential redundancy costs				A	A	R/C	
Decisions to purchase supplies, services and works including leases (in budget)							
Expenditure over £100k (other than payroll expenditure)			A F/E		R/C		
Expenditure over £25k and up to £100k					A As per Financial Handbook		

Expenditure over £15k and up to £25k					A As per Financial Handbook		
Expenditure over £10k and up to £15k					A As per Financial Handbook	A As per Financial Handbook	
Expenditure up to and including £10k					A As per Financial Handbook	A As per Financial Handbook	
Standard payments for payroll, pensions or Government agendas in relation to payroll or pensions - no monetary limits					A 2 x Central Finance Team		
Approval of any invoice regardless of value (providing plan has been approved by the Trust Board)				A If over £50k	A CFO if over £50k		
Decision to agree a lease (in budget) *all lease agreements longer than 7 years must obtain DfE approval							
Lifetime value of £25k or more			A		R/C		

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			F&E				
Lifetime value of over £5k and up to £25k				A	A CFO		
Lifetime value of up to £5k					A	C	
Virements and budget variances and out of budget spend							
Out of budget expenditure up to £5k					A CFO	C	
Out of budget expenditure over £5k			A F&E		R/C CFO		
School level increases in educational costs or staffing (outside budget)					A DoE, CFO	C	

School level within budget virements						A SOM	
Authorise contracts (in budget)							
Any contract with a maximum value exceeding £100k or exceeding a five-year term		A	C F&E		R		
Any contract with a maximum value over £50k and up to a five-year term		A	C F&E		R		
Any contract with a maximum value between £5k (£10k for works) and up to £50k and up to a five-year term				A	A CFO		
When the contract is a Deed, involves a TUPE transfer, a Lease, an automatic roll-over/renewal, a CIT indemnity, a guarantee or warranty to a third party				A	A CFO		
Any contract where the maximum level of the contract will be £5k (£10k for works) except where the contract is a Deed, involves a TUPE transfer, a Lease, an automatic roll-over/renewal, a CIT indemnity, a guarantee or warranty to a third party, and is a one-year term or less					A Central Finance Team		
Any supply to third parties (other than renting halls or gym space and equipment)					A	C	
Bank accounts							

	Members	Board of Trustees	Board Committee	CEO	Executive Team (other)	Headteacher	LSB
Opening new bank accounts			A F&E		R CFO		
Expenses							
Approval of Trustee/Member expenses		A Chair					
Approval of Chair's expenses		A Vice Chair					

Approval of CEO expenses		A Chair					
Approval of ELT expenses				A			
School Resource Management Tool							
Annual approval			A F&E	C	R CFO		
GOVERNANCE DECISIONS							
Approve amendments to Memorandum and Articles, subject to Charity Commission and DfE approval as appropriate	A	C					
Approve a Scheme of Delegation of powers from the Board to sub-Committees and officers as appropriate		*A		R	R		
Approve statutory Trust level policies and sign off through Trust Board or relevant Committee as per schedule		A	A		R		
Authority to direct schools to comply with policy or statutory requirements				A	A	A	
Authority to approve matters reserved for Trust Board and committees in extenuating circumstances (see Board Approval for this) (Chair's Decision)		A Chair					
Appointment of Members	*A						
Appointment/removal of Trustees	*A	*A					
Appointment of Committee Chairs		*A					
Appoint (annually)/remove LSB Chairs				C		C	A
Appointment/removal of LSB members						C	A

	Members	Board of Trustees	Board Committee	CEO	Executive Team (other)	Headteacher	LSB
Appointment of external auditor	*A		C A&R				

Internal Audit Plan			A A&R				
Appointment of insurers		A			R CFO		
Appointment of bankers and investment managers	A	A			R		
Receive the statutory annual accounts	*A						
Approve the statutory annual accounts		*A					
Approval to merger or separate LSBs		A			R	C	
Data Breaches							
Point of contact for all data breach notifications					A DPO		
Lead on Data Protection breach investigations					A DPO		
Report data breaches to ICO					A DPO		
Retrospectively assess the breach investigation and outcomes			A		A		
Report on outcome of breach to Board					A		
Communication point for pupils and parents in relation to data breaches					A Including DPO	R	
Responsible for ensuring the security of the Trust's ICT infrastructure in relation to data breaches					A DPO		
Decision and action on whether to report a data breach to the DfE			C	A	A		
PEOPLE DECISIONS							
Trust level retention, development and recruitment							
Approve Trust-wide recruitment and development strategy		A	R/C People	R	R		
Approve annual cost of living pay award for all staff			A People/Renumera tion	R	R CFO		

[illegible]

CEO		A	C People/ Rem Comm		R/C CFO		
ELT members		A	C People/ Rem Comm	R	R CFO		

	Members	Board of Trustees	Board Committee	CEO	Executive Team (other)	Headteacher	LSB
Central Team staff				A	R		
Headteachers				A	R DoE		
School Senior Leadership Team					R/C DoE	A	
School teaching staff and education support staff					R/C DoE	A	
School operations support staff					R/C DoE	A	

Settlement Agreements

Equal to or above £15k or more than three months' salary			*A People	R/C	R/C		
Where total amount including PILON exceeds 50% of salary			A	R/C	R/C		
Below £15k				R/C	R/C		

Suspension of

CEO		A Chair	R People Chair				
ELT members		C Chair	R People Chair	A/R			
Central Team staff				A	A/R		

Headteachers				A/R	C		Inform
School educational Senior Leadership Team				R/C	R/C	A/R	Inform
School teaching staff and education support staff					R/C	A/R	
School operations support staff					R/C	A/R	

COMPLAINTS, HEARINGS AND PANELS

Deal with formal parental or external complaints (Stage 2 of policy) against

	Members	Board of Trustees	Board Committee	CEO	Executive Team (other)	Headteacher	LSB
Chair of the Board External Investigation	A/R						
Trustees		A Chair or Vice Chair					
CEO		A Chair					
ELT members				A (If DHR is subject of complaint)	A DHR		
Central Team staff (including LEARN)					A DHR		
Headteachers					A DHR		
School Senior Leadership Team						A	
School teaching staff and education support staff						A	
School support staff						A	

Stage 3 parental or external complaints against ...

CEO/ELT members	Two Trustees plus 1 external panel member advised by a member of ELT not involved in process						
Central Team staff							
Headteachers	Two Trustees plus 1 external panel member advised by a member of ELT not involved in process						
School SLT	Chair or Vice Chair of LSB plus 1 Governor or ELT member plus 1 external panel member						
School staff	Chair or Vice Chair of LSB plus 1 Governor or ELT member plus 1 external panel member						
Disciplinary Hearing of ...							
CEO			A People Committee Member (where appropriate, external Disciplinary Manager to be appointed)				

	Members	Board of Trustees	Board Committee	CEO	Executive Team (other)	Headteacher	LSB
ELT members			A People Committee Member (where appropriate, external Disciplinary Manager to be appointed)				
Central Team staff including LEARN					A		
Headteachers				A	A		
School Senior Leadership Team					A	A	
School teaching staff and education support						A	

School operations support staff						A	
Formal hearings for grievances claim made against							
CEO		A Chair or Vice Chair					
ELT members				A			
Central Team staff					A Director of HR		
Headteachers					A Director of HR		
School Senior Leadership Team					A Director of HR	R/C	
School teaching staff and education support staff					A Director of HR	R/C	
School operations support staff					A Director of HR	R/C	
Appeals against grievance outcome							
CEO		A 3 x Trustees*					
ELT members		A					

	Members	Board of Trustees	Board Committee	CEO	Executive Team (other)	Headteacher	LSB
		3 x Trustees					
Central Team staff		R		A	A Grievance Manager		
Headteachers		R		A	A Grievance Manager		
School Senior Leadership Team				R/C	A Director of HR	A	
School teaching staff and education support staff				R/C	A Director of HR	A	

School operations support staff				R/C	A Director of HR	A	
*A suitably experienced/knowledgeable external panel member							
Staff appeals from disciplinary							
CEO		A Members of Trust Board + external Disciplinary Manager to be appointed					
ELT members		A Members of Trust Board + external Disciplinary Manager to be appointed					
Central Team members		C			A/R ELT		
Headteachers		C			A/R ELT		
School senior staff					A/R ELT		
School staff					A/R		

	Members	Board of Trustees	Board Committee	CEO	Executive Team (other)	Headteacher	LSB
					ELT		
Staff pay award appeals							
ELT		A	A People				

School Senior Leadership			A People				
School staff					A DoE		
Central Team staff					A ELT		
Governance Professional to Trust Board, Executive PA			A People				
Other appeals							
Appeals against use of General Annual Grant				A			
Appeals against pooling of General Annual Grant			A	R/C	R/C		

