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 Accountable (and approver)	Answerable for the task being delivered. Delegates the task to those responsible. There should be only one group/person accountable for each task/decision.
R Responsible	Responsible for the delivery. Does the work to achieve the task. Can be shared between groups/individuals.
C Consulted	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.
*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
1.0- DECISIONS RE: TRUST VISION, VALUES, MISSION, STRATEGIC PRIORITIES AND KPIs							
1.1- Approve Trust's statements of Vision, Values and Mission		A		R	R		
1.2- Approve Trust's Strategic Development Priorities and associated KPIs		A		R	R		
2.0- EDUCATION DECISIONS							
2.1- Approve school curriculums					A	R/C	C
2.2- Approve school self-evaluation					A	R/C	C
2.3- Approve school educational targets			A E&SG	R	R	R/C	C

	Members	Board of Trustees	Board Committee	CEO	Executive Team (other)	Headteacher	LSB
2.4- Approve school strategies for Pupil Premium expenditure					R/C DoE	A	C
2.5- Approval of school census information prior to DfE submission					A	R/C	
Pupil Exclusions							
2.6- The decision to issue a suspension					C DoE	A	
2.7- The decision to permanently exclude, pending a disciplinary committee meeting				R/C	R/C	A	R/C
Annual Education Reports							
2.8- Approval of Trust level annual Pupil and Sports Premium impact report			A E&SG	R/C	R/C	R/C	
2.9- Approval of school annual Pupil and Sports Premium impact reports					A	R/C	R
Safeguarding							
2.10- Approval of Trust level Safeguarding report to Local Safeguarding Children's Panel			A People				
2.11- Authority to take action required to ensure that all Safeguarding policies and procedures are being adhered to within the schools		A	R	R	R	R	R
School Closures							
2.12- Decision to close for Health & Safety reasons				A	R	R/C	
3.0- OPERATIONAL DECISIONS							
New Schools							
3.1- Contact with Regional Director to discuss potential new school/ free school and initial preparatory work				A	R/C		
3.2- Approval to progress to due diligence		A		R	C		
3.3- Approval to sign MoU of transfers to CIT		A		R	C		
Risk							
3.4- Approve Trust-wide Risk Policy and risk appetite statement		A	R (all)	R/C	R/C		
3.5- Approve the Trust-wide Risk Register		A	R A&R	R/C	R/C		

	Members	Board of Trustees	Board Committee	CEO	Executive Team (other)	Headteacher	LSB
3.6- Authority to take action required to ensure that all organisational risks are being effectively mitigated				A	R		
3.7- Approve the school Risk Register						A and SOM	C
3.8- Authority to take action required to ensure that all school level risks are being mitigated					R/C	A	C
Estates and Assets							
3.9- Approve/reject proposals for the acquisition/disposal of land/buildings			A F&E	R/C	R/C		
3.10- 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							
3.11- Authority to take action required to ensure that all Health & Safety policies and procedures are being adhered to at Trust level		A		R	R		
3.12- Authority to take action required to ensure that all Health & Safety policies and procedures are being adhered to within the schools				A	R	R	C
Legal							
3.13- Authority to seek legal advice from CIT's procured solicitors		A Chair		R	R	R Required to notify DoE	
Freedom of Information							
3.14- Authority to submit FoI responses on behalf of CIT					A-CFOO R-DPO		
Communications							
3.15- Approve all press responses identified as a risk to CIT's reputation (school and Trust level)		C		A/R	R/C	C	

	Members	Board of Trustees	Board Committee	CEO	Executive Team (other)	Headteacher	LSB
3.16- Approve all press responses at Trust level				A/R	R/C	C	
3.17- Approve all press responses at school level					R/C	A	
3.18- Approve any commissioned writing/opinion pieces for external parties (e.g. articles, book chapters) from CIT employees					A	R	
3.19- 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							
3.20- 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	R/C	R/ C CFO		
4.0- FINANCIAL DECISIONS							
Staffing appointments							
4.1- Any staff hire with annual total salary over £100k per annum, permanent or temporary			A People	R/C	R/C CFO		
4.2- Any Central staff hire outside of agreed budget				A	R CFO		
4.3- Any school staff hire, or salary increases outside of agreed budget				A	R CFO, DoE	R/C	
4.4- All school staff hire if part of agreed budget					R/C	A	
Staff reorganisations							
4.5- 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	

	Members	Board of Trustees	Board Committee	CEO	Executive Team (other)	Headteacher	LSB
Any reorganisation with the potential for: • 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.			C F&E	A	R/C		
4.6- Any reorganisation not involving staff consultation or potential redundancy costs				A	R	R/C	
Decisions to purchase supplies, services and works including leases (in budget)							
4.7- Expenditure over £100k (other than payroll expenditure)		A	R F&E		R/C		
4.8- Expenditure over £25k and up to £100k					A As per ATH		
4.9- Expenditure over £15k and up to £25k					A		
4.10- Expenditure over £10k and up to £15k					A	R	
4.11- Expenditure up to and including £10k					A	R	
4.12- Standard payments for payroll, pensions or Government agendas in relation to payroll or pensions - no monetary limits					A 2 x Central Finance Team		
4.13- Approval of any invoice regardless of value (providing plan has been approved by the Trust Board)				A	R CFO	Both signatures required if over £50k.	

	Members	Board of Trustees	Board Committee	CEO	Executive Team (other)	Headteacher	LSB
Decision to agree a lease (in budget) *all lease agreements longer than 7 years must obtain DfE approval							
4.14- Lifetime value of £25k or more			A F&E		R/C		
4.15- Lifetime value of over £5k and up to £25k				A	R CFO		
4.16- Lifetime value of up to £5k					A	C	
Virements and budget variances and out of budget spend							
4.17- Out of budget expenditure up to £5k					A CFO	C	
4.18- Out of budget expenditure over £5k			A F&E		R/C CFO		
4.19- School level increases in educational costs or staffing (outside budget)					A DoE, CFO	C	
4.20- School level within budget virements						A SOM	
Authorise contracts (in budget)							
4.21- Any contract with a maximum value exceeding £100k or exceeding a five-year term		A	C F&E		R		
4.22- Any contract with a maximum value over £50k and up to a five-year term		A	C F&E		R		
4.23- Any contract with a maximum value between £5k (£10k for works) and up to £50k and up to a five-year term					A / R CFO		
4.24- 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 / R CFO		
4.25- 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		
4.26- 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
4.27- Opening new bank accounts			A F&E		R CFO		

Expenses

	Members	Board of Trustees	Board Committee	CEO	Executive Team (other)	Headteacher	LSB
4.28- Approval of Trustee/Member expenses		A Chair					
4.29- Approval of Chair's expenses		A Vice Chair					
4.30- Approval of CEO expenses		A Chair					
4.31- Approval of ELT expenses				A			

School Resource Management Tool

	Members	Board of Trustees	Board Committee	CEO	Executive Team (other)	Headteacher	LSB
4.32- Annual approval			A F&E	C	R CFO		

5.0- GOVERNANCE DECISIONS

	Members	Board of Trustees	Board Committee	CEO	Executive Team (other)	Headteacher	LSB
5.1- Approve amendments to Memorandum and Articles, subject to Charity Commission and DfE approval as appropriate	A	C					
5.2- Approve a Scheme of Delegation of powers from the Board to sub-Committees and officers as appropriate		*A		R	R		
5.3- Approve statutory Trust level policies and sign off through Trust Board or relevant Committee as per schedule		A	R		R		
5.4- Authority to direct schools to comply with policy or statutory requirements				A	R	R	
5.5- Authority to approve matters reserved for Trust Board and committees in extenuating circumstances (see Board Approval for this) (Chair's Decision)		A Chair					
5.6- Appointment of Members	*A						
5.7- Appointment/removal of Member appointed Trustees	*A						
5.8- Appointment/removal of Trustee appointed Trustees		*A					
Appointment of Committee Chairs		*A					

	Members	Board of Trustees	Board Committee	CEO	Executive Team (other)	Headteacher	LSB
5.9- Appoint (annually)/remove LSB Chairs				C		C	A
5.10- Appointment/removal of LSB members						C	A

	Members	Board of Trustees	Board Committee	CEO	Executive Team (other)	Headteacher	LSB
5.11- Appointment of external auditor	*A		C A&R				
5.12- Internal Audit Plan			A A&R				
5.13- Appointment of insurers		A			R CFO		
5.14- Appointment of bankers and investment managers		A		R			
5.16- Receive the statutory annual accounts	*A						
5.17- Approve the statutory annual accounts		*A					
5.18- Approval to merger or separate LSBs		A			R	C	
Data Breaches							
5.19- Point of contact for all data breach notifications					A CFOO		
5.20- Lead on Data Protection breach investigations					A CFOO		
5.21- Report data breaches to ICO					A CFOO		
5.22- Retrospectively assess the breach investigation and outcomes			A		R		
5.23- Report on outcome of breach to Board					A		
5.24- Communication point for pupils and parents in relation to data breaches					A CFOO	R	
5.25- Responsible for ensuring the security of the Trust's ICT infrastructure in relation to data breaches					A CFOO		
5.26- Decision and action on whether to report a data breach to the DfE			C	A	R CFOO		
6.0- PEOPLE DECISIONS							
Trust level retention, development and recruitment							
6.1- Approve Trust-wide recruitment and development strategy		A	R/C People	R	R		

6.2- Approve annual cost of living pay award for all staff			A People/Remuneration	R	R CFO		

	Members	Board of Trustees	Board Committee	CEO	Executive Team (other)	Headteacher	LSB
Staffing structures (within approved budget)							
6.3- Approve staffing structure at Trust level		*A	R/C People	R	R		
6.4- Approve staffing structure at school level			A	R	R		
Appointment and removal of							
6.5- CEO		*A					
6.6- ELT members		A	C People	R			
6.7- Chair of the Trust Board		*A					
6.8- Central Team staff and SOMs					A		
6.9- Headteachers				A	R		C
6.10- School Senior Leadership Team - on Leadership scale					A	R	C
6.11- School teaching staff including SENCo, DSL & SPOC and education support staff					R/C	A	
6.12- School operations support staff					R/C	A	
Line Management of							
6.13- CEO		A Chair					
6.14- ELT members				A			
6.15- Central Team staff and SOMs				A	A		
6.16- Headteachers				A	R DoE		
6.17- School Senior Leadership Team						A	
6.18- School teaching staff and education support staff						A	
6.19- School operations support staff						A	
Approve/Monitor Pay Progression (including outcomes from external benchmarking) of							
6.20- CEO		A	C People/ Rem Comm		R/C CFO		

	Members	Board of Trustees	Board Committee	CEO	Executive Team (other)	Headteacher	LSB
6.21- ELT members		A	C People/ Rem Comm	R	R CFO		

	Members	Board of Trustees	Board Committee	CEO	Executive Team (other)	Headteacher	LSB
6.22- Central Team staff				A	R		
6.23- Headteachers				A	R DoE		
6.24- School Senior Leadership Team					R/C DoE	A	
6.25- School teaching staff and education support staff					R/C DoE	A	
6.26- School operations support staff					R/C DoE	A	
Settlement Agreements							
6.27- Equal to or above £15k or more than three months' salary			*A People	R/C	R/C		
6.28- Where total amount including PILON exceeds 50% of salary			A	R/C	R/C		
6.29- Below £15k				R/C	R/C		
Suspension of							
6.30- CEO		A Chair	R People Chair				
6.31- ELT members		C Chair	R People Chair	A/R			
6.32- Central Team staff				A	A/R		
6.33- Headteachers				A/R	C		Inform
6.34- School educational Senior Leadership Team				R/C	R/C	A/R	Inform
6.35- School teaching staff and education support staff					R/C	A/R	
6.36- School operations support staff					R/C	A/R	

7.0 - 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
7.1- Chair of the Board External Investigation	A/R						
7.2- Trustees		A Chair or Vice Chair					
7.3- CEO		A Chair					
7.4- ELT members				A (If DHR is subject of complaint)	A DHR		
7.5- Central Team staff (including LEARN)					A DHR		
7.6- Headteachers					A DHR		
7.7- School Senior Leadership Team						A	
7.8- School teaching staff and education support staff						A	
7.9- School support staff						A	

Stage 3 parental or external complaints against …

7.10- CEO/ELT members	Two Trustees plus 1 external panel member advised by a member of ELT not involved in process
7.11- Central Team staff	
7.12- Headteachers	Two Trustees plus 1 external panel member advised by a member of ELT not involved in process
7.13- School SLT	Chair or Vice Chair of LSB plus 1 Governor or ELT member plus 1 external panel member
7.14- School staff	Chair or Vice Chair of LSB plus 1 Governor or ELT member plus 1 external panel member

Disciplinary Hearing of …

| 7.15- 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
7.16- ELT members			A People Committee Member (where appropriate, external Disciplinary Manager to be appointed)				
7.17- Central Team staff including LEARN					A		
7.18- Headteachers				A	R		
7.19- School Senior Leadership Team					A	R	
7.20- School teaching staff and education support						A	
7.21- School operations support staff						A	
Formal hearings for grievances claim made against							
7.22- CEO		A Chair or Vice Chair					
7.23- ELT members				A			
7.24- Central Team staff					A Director of HR		
7.25- Headteachers					A Director of HR		
7.26- School Senior Leadership Team					A Director of HR	R/C	

	Members	Board of Trustees	Board Committee	CEO	Executive Team (other)	Headteacher	LSB
7.27- School teaching staff and education support staff					A Director of HR	R/C	
7.28- School operations support staff					A Director of HR	R/C	

Appeals against grievance outcome

	Members	Board of Trustees	Board Committee	CEO	Executive Team (other)	Headteacher	LSB
7.29- CEO		A 3 x Trustees*					
7.30- ELT members		A					

	Members	Board of Trustees	Board Committee	CEO	Executive Team (other)	Headteacher	LSB
		3 x Trustees					
7.31- Central Team staff		R		A	R Grievance Manager		
7.32- Headteachers		R		A	R Grievance Manager		
7.33- School Senior Leadership Team				R/C	A Director of HR	R	
7.34- School teaching staff and education support staff				R/C	A Director of HR	R	
7.35- School operations support staff				R/C	A Director of HR	R	
*A suitably experienced/knowledgeable external panel member							

Staff appeals from disciplinary

	Members	Board of Trustees	Board Committee	CEO	Executive Team (other)	Headteacher	LSB
7.36- CEO		A Members of Trust Board + external Disciplinary Manager to be appointed					
7.37- ELT members		A Members of Trust Board + external Disciplinary Manager to be appointed					

	Members	Board of Trustees	Board Committee	CEO	Executive Team (other)	Headteacher	LSB
7.38- Central Team members		C			A/R ELT		
7.39- Headteachers		C			A/R ELT		
7.40- School senior staff					A/R ELT		
7.41- School staff					A/R		

	Members	Board of Trustees	Board Committee	CEO	Executive Team (other)	Headteacher	LSB
					ELT		
Staff pay award appeals							
7.42- ELT		A	R Remuneration Committee				
7.43- School Senior Leadership			A Remuneration Committee				
7.44- School staff					A DoE		
7.45- Central Team staff					A ELT		
7.46- Governance Professional to Trust Board, Executive PA			A Remuneration Committee				
Other appeals							
7.47- Appeals against use of General Annual Grant				A			
7.48- Appeals against pooling of General Annual Grant			A	R/C	R/C		