Leeds Diocesan Learning Trust (LDLT)

Company Number 13687278

Scheme of Delegation

LDLT
LEEDS DIOCESAN LEARNING TRUST

Approved by Board of Directors: 23rd September 2026
Date of Next Review: September 2027
Responsible Officer: CEO

Contents

1. Introduction 1
2. Definitions 1
3. General 2
4. Ethos and Vision Statement 2
5. Members' Powers and Responsibilities 3
6. Directors' Powers and Responsibilities 3
7. Constitution of the Local Academy Council 3

Appendix 1 Terms of Joining LDLT 9

Appendix 2 - Levels of Delegation Checklist 13

Appendix 3 – Summary of Financial Scheme of Delegation 35

1. Introduction

This Scheme of Delegation has been adopted by the Directors from the Effective Date in accordance with the provisions of the Leeds Diocesan Learning Trust's Articles and it should be read in conjunction with the Articles of Association. References in this Scheme of Delegation to numbered Articles, are to the relevant clause of the Leeds Diocesan Learning Trust's Articles of Association.

This Scheme should also be read in conjunction with:

1.1. The Directors' strategic plans and policies for the Academy; and

1.2. Any budget set for the Academy; and

1.3. Any directions given or rules and regulations set by the Directors.

2. Definitions

2.1. 'Academy' means the academy named at the beginning of this Scheme of Delegation and includes all sites upon which the academy undertaking is, from time to time, being carried out.

2.2. 'Articles of Association' means the articles of association of the Leeds Diocesan Learning Trust available on the Trust's website.

2.3. 'Bishop' means the Bishop of the Diocese of Leeds in which the Academy Trust Company is situated and includes any person exercising jurisdiction in their name and any person delegated by them, including officers of the Diocese.

2.4. 'Board of Directors' means the Board of Directors of Leeds Diocesan Learning Trust.

2.5. 'Chair' means the chair of the Board of Directors or the chair to the Local Academy Council of the Academy appointed from time to time, as appropriate.

2.6. 'Chief Executive Officer (CEO)' means the senior executive leader in the trust responsible for the day-to-day operations of the trust and oversight of all academies in line with the Trust Board requirements.

2.7. 'Chief Finance Officer (CFO)' means the senior finance leader in the trust responsible for the day-to-day financial operations of the trust and oversight of all financial matters of all academies in line with the Trust Board requirements.

2.8. 'Clerk' means the clerk to the Board of Directors and/or the clerk to the Local Academy Council of the Academy appointed from time to time, as appropriate, and includes a joint, assistant or deputy clerk.

2.9. 'Delegated Functions' means the functions delegated by the Leeds Diocesan Learning Trust in accordance with the table shown in Appendix 2.

2.10. 'Diocese' or 'Diocesan' means the education service provided by the diocese, which may also be known, or referred to, as the Diocesan Board of Education constituted under the Diocesan Board of Education Measure 2021.

2.11. 'Site Trustees' means those trustees holding the site of any Academy and providing it to the Company for use and occupation by that Academy.

2.12. Directors' means directors appointed to the Board of the Leeds Diocesan Learning Trust appointed pursuant to Article 6.9(b) in relation to 6.2 -6.9.

2.13. 'Governors' means the governors appointed and elected to the Local Academy Council of the Academy.

2.14. 'Local Academy Council' means any committee established by the Directors pursuant to Article 100-102 and 104 of the Articles of Association to carry out specified functions in relation to the Academy as delegated by the Directors.

2.15. 'Member' means a member of the Leeds Diocesan Learning Trust appointed pursuant to Article 8 of the Articles of Association.

2.16. ‘Leeds Diocesan Learning Trust’ means the company responsible for the management of the Academy and, for all purposes, means the employer of staff at the Academy.

2.17. ‘Principal’ means the headteacher or executive headteacher and is the person named as the headteacher of the academy for Ofsted purposes.

2.18. ‘Reserved Matters’ means the matters that the Directors have determined will not be delegated and will be dealt with exclusively by them.

2.19. ‘Vice-Chair’ means the vice-chair of the Board of Directors or the vice-chair of the Academy Council of the Academy elected from time to time, as appropriate.

2.20. ‘Memoranda of understanding (MOU)’ means the formal agreements between DfE and the Church of England. The MoU sets out the understandings and conditions that apply to the formation and operation of Church MATs.

3. General

3.1. The Leeds Diocesan Learning Trust (LDLT) is a multi-academy trust which operates as a charity and company limited by guarantee. The Company is governed by a Board of Directors who are responsible for, and oversee, the management and administration of the company and the academies run by the company.

3.2. The Board of Directors are responsible for, and oversee, the management and administration of the LDLT and the academies run by the Trust, including the Academy. The Directors have overall responsibility and ultimate decision-making authority for all the work of LDLT. These responsibilities are largely carried out through strategic planning and the setting of policy.

3.3. Where the Academy is designated as a Church of England academy, the Directors are also accountable to the Leeds Diocesan Board of Education (LDBE) under the provision of the DBE Measure 2021, and to the Trustees of the school site (as that term is defined in the Articles) to ensure that the Academy is conducted as a Church of England school.

3.4. The Directors are also accountable to external government agencies including the Charity Commission, the Department for Education (DfE) and the Education & Skills Funding Agency (ESFA) including their successor bodies. LDBE and external government agencies hold LDLT to account for the quality of the education, the financial propriety and the value they provide, and they require that LDLT has systems in place through which they can assure themselves of such quality, safety and good practice.

3.5. In order to discharge these responsibilities, it is LDLT’s preference and usual practice for Directors to exercise the option as set out in the Articles of Association to appoint people with appropriate skills and knowledge to serve on a Local Academy Council (LAC) to assist with the good governance of the Academy (in accordance with Articles 100-102 …*the Directors may appoint committees to be known as Local Academy Councils for each academy* and 104 … *the functions, duties and proceedings of the Local Academy Council or committees shall be subject to regulations made by the Directors from time to time* of the Articles of Association). Directors can appoint the same Local Academy Council for more than one Academy (usual practice where two schools share the same head teacher). It is envisaged that the only time a LAC would not be appointed is if a school joining the Trust is in an Ofsted category and the Directors consider an interim local governance arrangement is necessary. The Directors’ and LAC’s obligations must be carried out in accordance with any Diocesan policy or protocol.

3.6. This Scheme of Delegation explains the ways in which the Directors fulfil their responsibilities for the leadership and management of the Academy, the respective roles and responsibilities of the Directors and the members of the LAC and the commitments to each other to ensure the success of the Academy. This Scheme of Delegation serves as the terms of reference for the delegation of powers and responsibilities by the Directors to the LAC.

4. Ethos and Vision Statement

4.1. The Academy’s vision is as follows:

Serving and celebrating our unique schools and communities, we will love, live and learn together. Valuing our pupils, staff, governors, and team as people of God, we will deliver transformational learning and the flourishing of all.

4.2. The full vision statement for the Trust is set out on the company website: https://ldlt.co.uk/

4.3. The Academy will seek to ensure that it develops and maintains strong relationships with the other academies in LDLT, especially where they are in the same or adjacent parishes as well as other schools, agencies and businesses in the local community.

5. Members' Powers and Responsibilities

The Members of the LDLT are the guardians of the governance of the Trust and ensure that the Trust is being operated in accordance with the objects in the Articles of Association, which only they can vary.

6. Directors' Powers and Responsibilities

6.1. The Directors have overall responsibility and ultimate decision-making authority for all the work of the Trust, including the establishing and running of the member academies. This is exercised through strategic planning and the setting of policy and is managed through business planning, monitoring of budgets, performance management, the setting of standards and the implementation of quality management processes. This will be evidenced by the Board of Directors and Sub Committee meetings by way of the minutes. The Directors have the power to direct change when required.

6.2. The Directors have a duty:

6.2.1. to comply with any lawful directions issued by the Company;

6.2.2. to act in the fulfilment of the Trust's objects; and

6.2.3. to have regard to the advice of the LDBE generally and in respect of upholding the Trust's objects.

6.3. The Directors will have regard to the interests of the other academies for which LDLT is responsible in deciding and implementing any policy or exercising any authority in respect of the Academy.

6.4. LDLT's Article 100 (a) and (b) provides for the appointment by the Directors of committees and the appointment of a Local Academy Council (LAC), to whom the Directors may delegate certain of their functions. This Scheme of Delegation's table of roles and responsibilities details the functions delegated to each Board committee and LAC. It notes that functions can also be de-delegated by the Directors if required, particularly if delegated committees and LACs fail to fulfil their responsibilities.

6.5. The constitution, membership and proceedings of the LAC is determined by the Directors based on the needs of the Trust and the individual academy.

6.6. As at 1 September 2026 the Board has three delegated Board committees:

- Finance and Resources Committee
- Audit and Risk Committee
- Curriculum and Standards Committee

7. Constitution of the Local Academy Council

7.1. Membership of the Local Academy Council

7.1.1. The number of people who shall sit on the LAC shall be not less than three and a maximum of twelve, unless agreed otherwise by the Trust Board.

7.1.2. In addition, each LAC should include (or have made efforts to include) as determined in part by the Articles 101A and 101B (a-c) the following members:

- At least two parent members (Article 101A)
- One staff member
- The Principal or Executive Principal

- Incumbent or Principal Officiating Minister of the Parish in which the Academy is sited, or delegated representative as determined by Directors in consultation with the Diocesan Corporate Member (applicable to designated Church schools only). Where a LAC covers more than one school then it would be appropriate to include the ministers of the parishes if there are more than one.
- Foundation members as determined by the previous religious designation of the school (Article 101B (a) or (b) (see below 7.5.1). Ref Academy Strategy and Policy Document Diocese of Leeds Board of Education Sept 2024 for compliance advice on appointment process.
- Community governors (other governors who are not parent, staff, foundation or the local incumbent).
- For any academy falling under Article 4 (ii) i.e. an academy not having a religious character members will be appointed by the Directors recognising the individual ethos of the academy (Article 101B (c))

7.2. Following full consultation with the LAC a different constitution may be adopted at any time by the Directors following consultation with the LDBE, such as where an Executive Principal has been appointed and a single academy council is constituted for all academies within the responsibilities of the Executive Principal so as to improve governance and support workload.

7.3. The Directors (all or any of them), shall also be entitled to serve on the LAC as a full voting member of the LAC. Directors may also attend any meetings of the LAC where a delegated power has been removed from a LAC due to reasons as set out in the scheme. Any Director attending a meeting of the LAC in such circumstances shall count towards the quorum for the purposes of that meeting and shall be entitled to vote on any resolution being considered by the Academy Council. Examples might include where the Academy's effectiveness is deemed by Ofsted to be a concern OR where the directors of the MAT have identified a need to intervene and enable directors to vote at LAC meetings as a result of a three year trend in underperformance as measured by government statistics OR the Academy being deemed (in the absolute discretion of the Directors) not to be acting in accordance with this Scheme of Delegation OR otherwise not acting in accordance with the Ethos and Mission Statements of the Trust as set out in Clause 3 OR a significant safeguarding issue which, in their absolute discretion, the Directors consider could place the school at risk of an Ofsted inspection OR the management of the Academy's financial affairs by the AC resulting in a budget deficit which has not been approved by the Directors.

7.4. All persons appointed or elected to the LAC shall give a written undertaking to the Directors, the LDBE and the site trustees to uphold the objects of LDLT (Article 4 sets out the overriding objects and Article 103 sets out the requirement for LAC members to give an undertaking). See Academy Strategy and Policy Document Diocese of Leeds Board of Education Sept 2024 Appendix 2. The Clerk shall be responsible for ensuring that this has been completed and that a copy has been sent to the LDBE.

7.5. Appointment of members of the LAC

7.5.1. Foundation Members

- The 'Foundation Governors' shall be appointed by the Directors in accordance with the Articles and having the consent of the LDBE, using whatever mechanism the LDBE has determined.
- For an academy that was previously a Voluntary Controlled Church School, up to 25% of its members will be appointed as Foundation members to uphold the designated religious character of the school (Article 101B (a)).
- For an academy that was previously a Voluntary Aided Church School or adopted VA status on conversion, all of its members (except parents and staff members) shall be appointed by the Directors as Foundation members to uphold the designated religious character of the school (Article 101B (b)).
- Where the LAC has an Incumbent or Principal Officiating Minister of the Parish as a member, this individual will be as part of the overall foundation governor numbers.

- In accordance with the Academy Strategy and Policy Document Diocese of Leeds Board of Education Sept 2024 p6 'all local governors of church schools, however, appointed, will sign a written undertaking to the Diocese before taking on the role. A copy of which will be provided to the Diocese upon request.'

7.5.2. Staff Governors

- Unless the Principal resigns from the LAC, he/she shall be treated for all purposes as being an ex officio member of the Academy Council. Where there is an executive principal appointed, they will assume this role for any academies where they have a regular responsibility.
- The Academy Council may nominate for Board approval one person who is employed at the Academy to serve on the LAC through such process as they may determine, provided that the total number of such persons (including the Principal), does not exceed one third of the total number of persons on the LAC. The positions held by those employed at the Academy (e.g., teaching and non-teaching) may be taken into account when considering appointments.
- Unless the LAC agree otherwise, in appointing persons to serve on the Academy Council, the Academy Council shall invite nominations from all staff who are employed by the Academy and who work at the Academy (excluding the Principal) and, where there are any contested posts, shall hold an election by a secret ballot. All arrangements for the calling and the conduct of the election and resolution of questions as to whether any person is an eligible candidate shall be determined by the LAC. LACs may want to consider whether it is unhelpful for the staff governor to also be a parent of a child at the school.
- In accordance with the Academy Strategy and Policy Document Diocese of Leeds Board of Education Sept 2024 p6 the following also applies to Staff Governors: 'all local governors of church schools, however, appointed, will sign a written undertaking to the Diocese before taking on the role. A copy of which will be provided to the Diocese upon request.'

7.5.3. Parent Governors

- The parent members of the LAC must be a parent of, or an individual exercising parental responsibility for a pupil at the Academy at the time when they are elected.
- Parent Governors are elected by parents of pupils at the academy. Where the number of candidates is fewer than the number of vacancies, the Board will appoint parent representatives in accordance with the Articles.
- The LAC shall make all necessary arrangements for, and determine all other matters relating to, an election of the parent members of the LAC, including any question of whether a person is a parent of a registered pupil at the Academy. Any election of persons who are to be the parent members of the LAC which is contested shall be held by secret ballot.
- Parent governors shall have no other association with the school, for example, be an employee of the academy, be related to an employee of the academy, be a local site trustee. This mitigates conflicts of interest.
- The arrangements made for the election of the parent members of the LAC, shall provide for every person who is entitled to vote in the election to have an opportunity to do so by post or, if they prefer, by having their ballot paper returned to the Academy by a registered pupil at the Academy.
- Where a vacancy for a parent member of the LAC is required to be filled by election, the LAC shall take such steps as are reasonably practical to secure that every person who is known to them to be a parent of a registered pupil at the Academy, is: informed of the vacancy and that it is required to be filled by election; is informed that they are entitled to stand as a candidate, and vote at the election; and is given an opportunity to do so.
- If the number of parents standing for election is less than the number of vacancies, then the LAC shall directly nominate for appointment parents to the LAC.

- In nominating a person to be a parent member of the LAC, the LAC shall nominate a person who is the parent of a registered pupil at the Academy, or where it is not reasonably practical to do so, a person who is the parent of a child of compulsory school age.
- The first parent and staff members of the Academy Council may be those people who filled those positions on the governing body of the predecessor school at its closure, if they have the requisite skills as determined by the LAC. Parent and staff governors who do have the requisite skills shall serve on the LAC for the remainder of the terms of office for which they were elected or appointed to the predecessor governing body, provided that the minimum membership of the LAC does not decrease following closure.
- In accordance with the Academy Strategy and Policy Document Diocese of Leeds Board of Education Sept 2024 p6 the following also applies to Parent Governors: 'all local governors of church schools, however, appointed, will sign a written undertaking to the Diocese before taking on the role. A copy of which will be provided to the Diocese upon request.'

7.6. Term of office

7.6.1. The term of office for any person serving on the LAC shall be four years, however this time limit shall not apply to:

- the Principal, who shall be treated for all purposes as being an ex officio member of the LAC.
- the Incumbent or Principal Officiating Minister of the Parish in which the Academy is sited, who shall be treated for all purposes as being an ex officio member of the LAC.
- a delegated representative in place of the Incumbent (noting if the Incumbent wishes to take up their place, then they do so immediately on notifying the LAC Chair).

7.6.2. Subject to remaining eligible to be a particular type of member on the LAC, any person may be re-appointed or re-elected (including being "co-opted" again) to the LAC up to three terms, when it will then be subject to review.

7.7. Resignation and removal

7.7.1. A person serving on the LAC shall cease to hold office if they resign their office by notice to the LAC, (but only if at least three persons will remain in office when the notice of resignation is to take effect). The LAC must give a copy of the notice to the Directors of LDLT. A Foundation Governor must also resign their office by notice to the LDBE who appointed them.

7.7.2. A person serving on the LAC shall cease to hold office if they are removed by the person or persons who appointed them. Whilst at the same time as acknowledging that no reasons need to be given for the removal of a person who serves on the LAC by a person or persons who appointed him, any failure to uphold the values of LDLT and/or the Academy, or to preserve and develop the Church of England character, or to act in a way which is in breach of this Scheme of Delegation. A person (except a Foundation Governor) may also be removed by the Directors, but only after the Directors have given due regard to any representations by the relevant LAC.

7.7.3. If any person who serves on the LAC in their capacity as an employee at the Academy ceases to work at the Academy, then they shall be deemed to have resigned and shall cease to serve on the LAC automatically on termination of their work at the Academy.

7.7.4. If any person who serves on the LAC in their capacity as a parent ceases to be a parent of a child on roll at the Academy, then they shall be deemed to have resigned and shall cease to serve on the LAC automatically at the end of that school term.

7.7.5. Where a person who serves on the LAC is removed from office, those removing that person, shall give written notice thereof to the LAC, who shall, in turn, notify the Directors.

7.8. Disqualification of members of the Academy Council

7.8.1. No person shall be qualified to serve on the LAC unless they are aged 18 or over at the date of their election or appointment. No current pupil of the Academy shall be entitled to serve on the LAC. (As set out in Article 68 of the Articles of Association).

7.8.2. A person serving on the LAC shall cease to hold office if they become incapable by reason of mental disorder, illness or injury of managing or administering their own affairs. (As set out in Article 69 of the Articles of Association)

7.8.3. A person serving on the Academy Council shall cease to hold office if they are absent without the permission of the Chair of the LAC from all the meetings of the LAC held within a period of six months and the LAC resolves that their office be vacated. (As set out in Article 70 of the Articles of Association)

7.8.4. As set out in the Articles under the disqualification of directors provision a person shall be disqualified from serving on the LAC if (As set out in Article 71 of the Articles of Association) :

- Their estate has been sequestrated and the sequestration has not been discharged, annulled or reduced; or
- They are the subject of a bankruptcy restrictions order or an interim order.

7.8.5. A person shall be disqualified from serving on the LAC at any time when they are subject to a disqualification order or a disqualification undertaking under the Company Directors Disqualification Act 1986 or to an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order). (As set out in Article 72 and 73 of the Articles of Association)

7.8.6. A person serving on the LAC shall cease to hold office if they would cease to be a director by virtue of any provision in the Companies Act 2006 or is disqualified from acting as a trustee by virtue of section 178 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision). (As set out in Article 72 and 73 of the Articles of Association).

7.8.7. A person shall be disqualified from serving on the LAC if they have been removed from the office of charity trustee or trustee for a charity by an order made by the Charity Commission or the High Court on the grounds of any misconduct or mismanagement in the administration of the charity for which they were responsible or to which they were privy, or which they by their conduct contributed to or facilitated. (As set out in Article 74 of the Articles of Association)

7.8.8. A person shall be disqualified from serving on the LAC at any time when they are (As dealt with under paragraph 6.4 and 6.5 of the Master Funding Agreement):

- subject to a direction of the Secretary of State under s.142 of the Education Act 2002 or any other disqualification, prohibition or restriction which takes effect as if contained in such a direction; or
- included in the list kept by the Secretary of State under section 1 of the Protection of Children Act 1999; or
- disqualified from working with children in accordance with Sections 28, 29 or 29A of the Criminal Justice and Court Services Act 2000; or
- barred from regulated activity relating to children (within the meaning of section 3(2) of the Safeguarding Vulnerable Groups Act 2006); or
- disqualified from registration under Part 2 of the Children and Families (Wales) Measure 2010 or child minding or providing day care; or
- disqualified from registration under Part 3 of the Childcare Act 2006; or
- disqualified under the Childcare (Disqualification) Regulations 2009.

7.8.9. A person may be disqualified from serving on the Academy Council if they have ever been (As set out in Article 77 of the Articles of Association and paragraph 6.5 and 6.6 of the Master Funding Agreement):

- convicted of an offence involving violence, dishonesty or deception, or any sexual offence which is not a protected offence; or
- convicted of causing a nuisance or disturbance on school and/or educational premises; or
- sentenced to imprisonment (whether suspended or not), in the UK or elsewhere, for a period of not less than three months.

7.8.10. A person shall be disqualified from serving on the LAC where they have, at any time, been convicted of any criminal offence, excluding any that have been spent under the Rehabilitation of Offenders Act 1974 as amended, and excluding any offence for which the maximum sentence is a fine or a lesser sentence except where a person has been convicted of any offence which falls under section 178 of the Charities Act 2011(As set out in Article 77 of the Articles of Association)

7.8.11. A person shall be disqualified from serving on the LAC if they have not provided to the Chair of the Board of Directors the proper criminal records certification as required by law and outlined by LDLT and the LDBE. In the event that any such certification or checks disclose any information which would, in the opinion of either the Chair of the Board of Directors or the Principal, confirm their unsuitability to work with children that person shall be disqualified. If a dispute arises as to whether a person shall be disqualified, a referral shall be made to the Secretary of State to determine the matter. The determination of the Secretary of State shall be final. (As set out in Article 78 of the Articles of Association)

7.8.12. Where, by virtue of this Scheme of Delegation, a person becomes disqualified from serving on the LAC and they were, or were proposed, to so serve, they shall upon becoming so disqualified give written notice of that fact to the LAC who shall inform the Directors and the LDBE.

7.8.13. This clause 7.8 shall also apply to any member of any committee of the LAC who is not a member of the LAC.

7.9. Responsibilities of the Local Academy Council

7.9.1. The responsibilities of the LAC are outlined in this Scheme of Delegation, more particularly in the table at Appendix I (attached).

7.9.2. The LAC will adopt and comply with all policies, protocols and procedures of LDLT and the LDBE, that directly impact on the work of schools, as communicated to the LAC from LDLT.

Appendix 1 Terms of Joining LDLT

Terms and conditions for Academies joining LDLT

LDLT is a Multi-Academy Trust set up to support and sponsor schools across the Diocese of Leeds. As a charity and company limited by guarantee, the Company is governed by a Board of Directors who are responsible for, and oversee, the management and administration of the Company and the academies run by the Company. Directors are accountable to external government agencies including the Charity Commission and the Department for Education (including any successor bodies) for the quality of the education provided by the Company and they are required to have systems in place through which they can assure themselves of quality, safety and good practice.

To enable us to be accountable the Trust has a short list of non-negotiable conditions and standard requirements for all academies joining LDLT to allow us to deliver on our duties. We also provide a standard set of services for our academies to ensure consistency of practice. Providing these across the Trust also enables us to pass on services at a lower cost to our academies as we receive economies for bulk purchasing and ensures that all employees are treated fairly and equally across schools. Further detailed delegated authority is set out in Appendix 2.

FINANCE
● All money is paid to LDLT from the DfE and other sources. LDLT operates one master bank account to manage the income and expenditure for all Academies. The accounting system, PS Financials, will be used to ensure each school manages their own budget (as set by the school in consultation with the Trust). ● The Trust delegates 94.5% of funding to all schools. Some funding is retained for core services provided by the Trust. A summary of services can be provided on request. ● All Trust schools use PS Financials. The Trust will pay for the system installation, staff training, ongoing support and licensing. ● The Trust approves the annual budget to ensure planned spend is within allocated funds. ● The Trust produces all financial accounts information on behalf of our academies for DfE and statutory accounting purposes. This will be led by the LDLT Chief Financial Officer working with Head Teachers and finance staff. ● The Trust will pay for and lead on all internal and external audit functions working with the schools. ● Any surpluses held or generated by the school will be retained and ring-fenced for the school. ● The CFO will be expected to produce monthly management accounts, with the assistance of the Headteacher and finance staff. ● The CFO will complete annual returns and fund valuations of Teacher Pension Scheme/Local Government Pension Scheme. ● Capital Funds – Devolved Formula Capital remains under the spending control of each academy. ● Every academy has the opportunity for additional capital funds by bidding into the DFE's CIF programme each year.
GOVERNANCE

- The LAC of the academy is a sub-committee of the Board and accountable to the LDLT Board in line with the scheme of delegation.
- LDLT appoint all local governors through completion of an application form, including the Chair taking account of skills audits, knowledge of the local context and the recommendations and nominations of the LAC. Parent and staff nominations are determined by LAC run election processes. Foundation governor applications once approved by the Board are forwarded to the LDBE for its consent. . Foundation governors may be identified and nominated by the LAC who know the local context. Where it is difficult to identify such governors the LAC may ask the Trust and/or Diocese to help locate appropriate Foundation governors. Appropriate community type governors can be from nominations of the LAC. In rare and exceptional circumstances and always where possible following consultation with the Chair of the LAC or other LAC members, LDLT can dismiss governors, including the Chair. Where it is not possible to consult for example urgent safeguarding, HR or health and safety reasons a reason will always be provided. The Chair may be invited to sit on relevant sub-committees of the board meetings, for example, Finance, School Effectiveness etc, where such has been established.
- The Principal/Headteacher of the academy (or a delegated SLT member of the academy) may also be invited to sit on the relevant sub-committee of the board meetings.
- LDLT provides training and briefing events for Chairs of LACs. The Chair of each academy, or a delegated representative from the Local Academy Council is required to attend.
- LDLT expects academies to use the LDLT governance processes, formats, and meeting schedules.
- LDLT will appoint the Clerk for the LACs and four meetings a year will be funded by the central budget.
- All schools are expected to continue to recognise the unions as per the Trust agreement and continue to buy in to union time.

SCHOOL IMPROVEMENT

- To enable the Trust Board to fulfil its statutory requirement to monitor and challenge, each academy will be required, at key points in the year, to provide data and reports to the LDLT office as required including providing immediate data updates to end of year results.
- Each school is required to inform the Trust immediately when an Ofsted visit, SIAMs visit, LA visit or other is confirmed to take place. Trust representatives, for example members of the central team including Director of Primary and CEO, have the right to take part in any of these visits to support the school.
- On joining the Trust, a member of the LDLT central team will be assigned to the school to work with the Principal/Headteacher to oversee Education and Standards and to provide support. This is designed to be a supportive intervention to provide peer challenge and support to schools and to ensure the Trust has independent education assurance on data, performance and standards.
- Each academy will receive school support visits from their central Education colleague or from designated school improvement advisers. They will also receive an annual external school audit from an independent education advisor, appointed by the LDLT board. This may increase support depending on the school level of need or as concerns arise.
- In full consultation with the LAC, the Trust appoints/dismisses the Academy Principal/Headteacher. The Trust jointly performance manages them with the LAC. An External Adviser may be used to facilitate appraisal processes.
- The Trust retains the authority to intervene and require an academy to accept interventions if school performance concerns arise or standards decline.
- Where a school has a positive Ofsted or SIAMS outcome then direct Trust intervention is expected to be minimal.
- All schools are expected to work collaboratively to share best practice to support collective school improvement.
- All schools will buy into the Diocese of Leeds Enhanced Service Plan. This cost will be funded by the central budget. The Trust and the Diocese work in partnership to ensure that all schools use their Enhanced Service Plan allocation successfully.

STANDARD OPERATING PROCESSES

- When a school joins LDLT, the Academy is expected to use the contracted LDLT providers for functions previously filled by the LA including: HR, Payroll, Insurance, ICT support, risk management etc.
- All schools are expected to follow LDLT policies. Any new policies will be ratified by the Board following consultation with the Unions.
- All schools maintain a risk log using the LDLT Risk Management policy and template.

Key for main decision maker

Level 1:	The Board of Directors (the company).
Level 2:	A LDLT Board committee for example: Finance and Resources, Audit Committee, Curriculum and Standards Committee.
Level 3:	The CEO of the Trust
Level 4:	Local Academy Council of the Academy
Level 5:	A named individual endorsed by the Trust
Level 6:	Executive Principal or Principal of the Academy

√ : decision maker I : involved in decision

Appendix 2 - Levels of Delegation Checklist

This document sets out the powers LDLT as the Trust delegate to Local Academy Councils (LACs) and named people.

The CEO, LAC, Board committee or Academy Principal /Executive Principal may choose to delegate further powers as required.

It should be remembered that although decisions may be delegated, the Trust Board remains responsible for any decision made under delegation and can de-delegate powers as needed.

Function	No	Tasks	Decision Level						Notes
			Board	Board Committee	CEO	LAC	Other Named	Head or Ex Head	
Strategy and Vision	1	To set the strategic direction and vision for the Trust.	√		I	I	I	I	
	2	To set the strategic direction and vision for the Academy			I	√	I	I	Other named would be the Director of Primary
Central Services	3	To determine the scope of mandatory core central services to be delivered by the Company on behalf of its Academies including the level of centrally retained funding	√						These are set by the Board as per the "Terms of joining document" provided to all schools when considering joining the Trust and will be reviewed annually at every Summer Trust Board meeting alongside this Scheme of Delegation.
	4	To identify those additional services to be procured on behalf of individual		I		I		√	Additional Services will be reviewed on a regular basis

Function	No	Tasks	Decision Level						Notes
			Board	Board Committee	CEO	LAC	Other Named	Head or Ex Head	
		academies.							
Finance	5	To ensure centrally procured services provide value for money.					√		CFO - Approved at FARC where required in line with the Trust Financial Scheme of Delegation.
	6	To develop and propose the individual school budget, including resource and staffing and the allocation and use of any ring-fenced resources.				√	I	I	Academy budget planning and spend is delegated to individual academies for all funding minus the retained central funds (see 4). In the case of a school entering a cumulative deficit greater than 5% of total income, the delegation would move to the Board and central team. The other named is the CFO.
	7	To approve the first formal budget plan each financial year and receive annual DfE accounts return.	√	I			I		The CFO will finalise end of year accounts for DfE, checking and consolidating the figures provided from each school. The Trust FARC approves the budget which then is ratified by the full Board.
	8	Determining Staff complement within agreed budget – including making provision for exceptional staff costs e.g., absence/ maternity/paternity payments.				√		I	This is done by the Board and CEO for the Central MAT staffing following the same cycle.

Function	No	Tasks	Decision Level						Notes
			Board	Board Committee	CEO	LAC	Other Named	Head or Ex Head	
	9	To monitor monthly expenditure - and account to the Company for value for money.		I		√		I	This will be the responsibility of the LAC – with the CFO also monitoring on behalf of LDLT and reporting to the Trust FARC.
	10	To approve any between budget changes or in-year budget movements between spend headings within the Academy budget which do not result in a budget overspend.				√			LAC do this within the limits set by the Company - as specified in the financial scheme of delegation. Any changes must be reported to the CFO to report to the Trust FARC.
	11	To approve any between budget or in-year budget movements between spend headings within the Academy budget which are likely to result in a budget overspend.		√		I	I		LAC to discuss change with CFO and propose changes. FARC to authorise overspend.
	12	To establish financial decision levels and limits.	√				I		As advised by the CFO.
	13	To establish a charging and remissions policy.				√			

Function	No	Tasks	Decision Level						Notes
			Board	Board Committee	CEO	LAC	Other Named	Head or Ex Head	
	14	Miscellaneous financial expenditure outside and in addition to the agreed budget.		√					FARC is the authorised Trust committee to authorise overspends.
	15	To enter into additional contracts in accordance with the agreed annual budget allocation.				√			Initially limited to £10,000 without written agreement of the Trust. Anything above three years or at risk of being treated as a lease, must be discussed with the CFO.
	16	To make payments within agreed financial limits.					√		Central staff responsible for processing weekly BACS runs and faster payments. Two approvals required.
HR	17	Establishing Employment and HR policies and procedures.	√			I		I	Trust to agree overall policy. LAC and Head to implement in school.
	18	Agreeing any out of normal process HR intervention.			√		I		The CEO (or a member of the Executive Team in their absence) must always be informed at the outset of any out of normal HR process and must be regularly informed. It is likely that the CEO may also inform the Chair of Trust.

Function	No	Tasks	Decision Level						Notes
			Board	Board Committee	CEO	LAC	Other Named	Head or Ex Head	
	19	Maintain accurate and effective and secure employee records.						√	e.g. safer recruitment material, absence, performance management, capability, disciplinary, staff complaints.
Appraisal	20	To review the Academy appraisal policy.	√						
	21	To ensure the Appraisal process is implemented in full				√		I	LACs to include on relevant agenda to ensure that all staff have received an annual appraisal
Appointment / Dismissal	22	CEO appointment, dismissal, performance management and pay award	√				I		Appointment by Board (DfE to be informed prior to recruitment process begins). LDBE to be involved in the full appointment process and to give final consent (Article 107). Performance Management by appraisal panel to be appointed by the Board and to include Chair and two other Directors.
	23	Central Executive Team appointment, performance managements and dismissal.			√		I		CEO and where appropriate a nominated director for appointments. CEO carries out performance management.

Function	No	Tasks	Decision Level						Notes
			Board	Board Committee	CEO	LAC	Other Named	Head or Ex Head	
	24	Central Trust Staff appointment, performance management and dismissal			√		I		CEO and Line Manager.
	25	Executive Principal and Principal appointments, management and dismissals and agreement to appoint Acting Principal. Head of School appointments.	√		I	I	I	I	CEO or Director of Primary, Chair of the Academy, and any Exec Principal / will be included as a member of the appointments/selection panel and decision panel. The Exec Principal will always be on a Head of School panel. Other LAC members and Directors may be invited. Panels will normally be around 5 plus a Diocesan Advisor as appropriate. The Board makes the final appointment. LDBE to be involved in the full appointment process and to give final consent (Article 107).
	26	Deputy and Assistant Principal appointments, Performance Management, and dismissals (selection panel)				√	I	I	Director of Primary, Chair of the Academy and Principal must be included as a member of the appointments/selection panel and decision panel agreeing to planned release/secondment. Where an Executive or Consultant Head is in place they should also be involved. The Headteacher must consult the CEO about dismissals. The LAC makes the final appointment. The Chair of the LAC must always be informed immediately of a dismissal or suspension.

Function	No	Tasks	Decision Level						Notes
			Board	Board Committee	CEO	LAC	Other Named	Head or Ex Head	
	27	Appointment /dismissal and performance management of other teachers.				√		I	Principal/Headteacher or nominated representative must be a member of the appointment/selection panel. The Headteacher must consult the CEO about dismissals. The Chair of the LAC must always be informed immediately of a dismissal or suspension
	28	Appointment /dismissal and performance management of non-teaching staff.			I	I		√	Principal/Headteacher or nominated representative must be a member of the appointment/selection panel. The Headteacher must consult the CEO about dismissals. The Chair of the LAC must always be informed immediately of a dismissal or suspension.
	29	To manage school level staff and other complaints.				I		√	The Trust will only investigate complaints about schools when they have not been resolved at school level **and** the school has been found to either breach its funding agreement or has not followed the Trust complaints process. Complainants who are unhappy with responses but do not meet the above criteria should be referred to the DfE as per the LDLT complaint policy.
	30	To manage school level grievances.				I		√	Staff grievances should be routinely dealt with by the line manager in school with a final escalation point of the Principal/Head and LAC. In the case where the

Function	No	Tasks	Decision Level						Notes
			Board	Board Committee	CEO	LAC	Other Named	Head or Ex Head	
									grievance is directly about the Head this should be referred to the CEO or delegated representative, who will decide who will investigate as per the grievance policy.
Pay	31	Agree a Trust pay policy and rewards as proposed by National Unions and the Department for Education.	√			I		I	Trust to agree overall policy and pay rewards. LAC and Principal/ Head to implement in school. Under TUPE you cannot change terms for any period if they are directly linked to the transfer (often 2 years is seen as the period). Changes can be made otherwise if they are not directly linked to the transfer but even here normal employment laws would apply so the Trust would need consultation/agreement and subject to ring fencing etc with teachers/NJC terms.
	32	Pay discretions for all Principal/Exec Principals and Heads of School (or any school-based staff member with a salary over £60,000).		√		I	I		FARC Remuneration committee to agree. LAC to recommend based on performance management and with advice of CEO or Director of School Effectiveness and within agreed budget.
	33	Pay discretions for other Staff.				√		I	Principal/ Head to agree with LAC within agreed budget and pay award envelope (see 31). LAC must ensure pay discretions are suitably minuted and approved.

Function	No	Tasks	Decision Level						Notes
			Board	Board Committee	CEO	LAC	Other Named	Head or Ex Head	
	34	Pay discretion for central Trust staff		√	I				FARC Remuneration committee to agree. CEO to recommend based on performance management and with advice of line manager and within agreed budget. For CEO pay, the Appraisal Panel to make the recommendation to the remuneration committee, which must follow direction on executive pay as set by the Academy Trust Handbook.
School Organisation	35	To publish proposals to change category/phase and age range of the Academy.	√						The LAC can propose changes to the Board and must implement all required consultations. In Church Schools LDBE to be informed, consulted and approve.
	36	To set the times of school sessions and the dates of school terms and holidays.				√		I	Any changes must be agreed in writing with the Trust following consultation with the Director of Primary.
	37	To ensure that the school meets for 380 sessions in a school year and 32.5 hours per week.				√		I	The Director of Primary to review this on an annual basis with head teachers.
	38	To decide the unexpected and unplanned school						√	The Chair of the LAC, CEO or a member of the executive team and LA must be notified as soon as

Function	No	Tasks	Decision Level						Notes
			Board	Board Committee	CEO	LAC	Other Named	Head or Ex Head	
		closures e.g. for snow or critical equipment breakdowns.							the decision to close is taken. CEO will routinely inform the Board.
	39	To prepare and publish the school prospectus.			I	√		I	School prospectuses will clearly articulate the nature of the school (e.g.' if it is a church school) and the vision of the school. There will be a reference to the Trust in the prospectus. The CEO or their nominee must see a final version before publication.
Significant Changes	40	To consider requests from other schools to join the Company.	√		I				Due diligence proposed to Board by CEO.
	41	To consider requests from schools who would like to make a significant change which may impact the number, type and or location of school places.	√			I	I	I	LDLT Board must approve business case and where necessary DBE, DfE, ESFA, LA approval may need to be sought. i.e. permanent enlargement of an academy's buildings, and age range changes.
Admissions and Attendance	42	To consult before setting an admissions policy.	√			I	I		The LAC will be responsible for consultation on changes to the admissions policy on an annual basis based on The Schools Admissions Code. LDBE must also be consulted and their advice taken.

Function	No	Tasks	Decision Level						Notes
			Board	Board Committee	CEO	LAC	Other Named	Head or Ex Head	
	43	Admissions: to administer the admissions process in accordance with the policy and, as appropriate, procure an independent appeals process.				√			In accordance with the LA admissions facility. In Church Schools it is recommended that the admissions builder templates are used.
	44	To appeal against LA directions to admit pupil(s).			I	√		I	Although in practice the LAC and Principal/Head would normally do this with the support of the Company.
	45	To monitor and manage the attendance of children	I			√		I	The head teacher is responsible for monitoring and managing attendance of all children. To be clear that low attendance or persistent absence is always seen as a potential safeguarding issue. Head teacher reporting to LACs must be regular and LACs are tasked with scrutinising the management of attendance at the local level. The Board through its committees has oversight of attendance in all schools through the reporting of the Director to Schools and the Board can direct heads to take action where data suggest there is a significant problem at a school.

Function	No	Tasks	Decision Level						Notes
			Board	Board Committee	CEO	LAC	Other Named	Head or Ex Head	
Curriculum and Standards	45	To develop and implement curriculum policy and content.				I		√	
	46	To approve a curriculum policy and content.				√	I		To be approved by the LAC with oversight by the Trust Director of Primary or delegated person. LACs are to record their approval for the curriculum at the start of each academic year.
	47	Responsible for standards of teaching.					I	√	Oversight by the Trust Director of Primary or delegated person.
	48	Accountability for standards of teaching.	√				I	I	The head teacher is responsible for the day to day quality and standards of teaching in schools, but the Board is ultimately accountable for the outcomes of children and will monitor this through LAC scrutiny, to be recorded in minutes and through the reporting of the Director of Primary.
	49	Responsibility for individual child's education.					I	√	Principal/Head and Director of Primary. Accountable to LAC and Board.

Function	No	Tasks	Decision Level						Notes
			Board	Board Committee	CEO	LAC	Other Named	Head or Ex Head	
	50	Accountability for individual child's education.				I	I	√	The Principal/Head is responsible for this with scrutiny provided by Director of Primary. Accountable to LAC and Board.
	51	Provision of RSHE– to establish and keep up to date a written policy.				√		I	All schools are required to meet the statutory requirement to consult on RSE curriculum and implement this in line with the DFE timetable. Headteacher recommends. LAC approve. In Church Schools it is recommended that LDBE advice is followed.
	52	To ensure all staff follow the relevant professional standards and act in a non-partisan and professional manner to ensure the academy is represented appropriately				I		√	
Behaviour		To ensure that all schools have a proactive behaviour policy that is clear, owned and implemented consistently by all staff.		I		I	I	√	Head teachers to design and implement the school behaviour policy. Any new policy to be discussed with the Director of Primary before implementing. Director of Primary to report any changes or concerns about behaviour in schools to the relevant Board committee. LACs to approve the behaviour

Function	No	Tasks	Decision Level						Notes
			Board	Board Committee	CEO	LAC	Other Named	Head or Ex Head	
									policy and monitor its application and impact. All staff including new staff to receive training on the policy.
Religious Education	53	Responsibility for ensuring provision of RE in line with school's basic curriculum.				I		√	In line with the Board's decision all church schools in the Trust will follow the Leeds Diocesan Syllabus for RE. It is recommended advice is sought in regards to the effective delivery of RE provision from the LDBE for religiously designated schools through the LDBE's Enhanced Service Plan provision.
Collective Worship	54	To ensure that all pupils take part in a daily act of collective worship (all schools).						√	In line with the legal framework (Circular 1/94 relating to the 1988 Act outlines the clauses) for all schools in England (maintained and academies) parents have the right to withdraw their children from collective worship if notified to the Academy in writing. The Principal/Head must make appropriate provision if a parent exercises this right.
Target Setting	55	To propose targets for pupil achievement.					I	√	Principal/Head with the Director of Primary.
	56	To agree targets for pupil achievement.	√			I			

Function	No	Tasks	Decision Level						Notes
			Board	Board Committee	CEO	LAC	Other Named	Head or Ex Head	
	57	Responsibility for pupil outcomes.					I	√	Principal/Head with Director of Primary.
	58	Accountability for pupil outcomes.		√		I	I	I	The Trust is responsible to the Secretary of State for standards and pupil outcomes. It delegates the monitoring of this to the standards committee. They will hold the LAC and Principal/Headteacher accountable to them. The Director of Primary will be the agent of the committee in scrutinising the outcomes.
	59	To establish a pupil discipline policy.				√		I	The LAC must ensure this is implemented. Head teacher oversees.
	60	To implement the pupil discipline policy						√	
Exclusions	61	Exclusion of a pupil				I		√	Head teacher must notify the LAC, the CEO and the LA. At the point of any decision to exclude, the Principal/Head must ensure a form EX1 (in the case of permanent exclusions) is sent to the central Trust office.

Function	No	Tasks	Decision Level						Notes
			Board	Board Committee	CEO	LAC	Other Named	Head or Ex Head	
									EX3 forms for fixed term exclusions should also be sent to the Central Trust office. FTE and PX are monitored and reported to the Trust Directors on a half termly basis (minimum) by the Director of Primary.
	62	To consider exclusions and to decide whether or not to confirm all permanent exclusions and fixed term exclusions where the pupil is either excluded for more than 15 days in total in a term or would lose the opportunity to sit a public examination. (Can be delegated to Chair/Vice-Chair in cases of urgency).				√			To discuss with chairs and heads as to the best way to provide for a policy and protocols.
	63	To direct reinstatement of excluded pupils (Can be delegated to Chair/Vice-Chair in cases of urgency).				√			

Function	No	Tasks	Decision Level						Notes
			Board	Board Committee	CEO	LAC	Other Named	Head or Ex Head	
	64	To remove the pupils name from the school admissions register.				I		√	
	65	To manage the appeal process for an exclusion.					√		An Appeals Panel will be convened by the Trust, through the Governance and Compliance Officer comprising trained governors. It will be clerked by the officer.
Education Visits	66	Planning and organisation of straight forward and routine day visits and activities (normal activity)						√	For example, visit to local church or swimming club (not first-time visits)
	67	Day visits and activities requiring advanced planning				√		I	For example, annual school trips or visits. LAC to be involved in the approval and monitoring of forthcoming trips including relevant health and safety and safeguarding checks.
	68	Complex and exceptional visits including overnight stays or overseas visits			I	√		I	In line with the Trust Educational Visits policy planning and risk assessment is done by school staff. Approved by Principal / Head. LAC to approve and have sight of the risk assessments on request. CEO to be notified of any over-night / over-seas visits in advance of them happening and where deemed necessary copies of relevant documents to

Function	No	Tasks	Decision Level						Notes
			Board	Board Committee	CEO	LAC	Other Named	Head or Ex Head	
									be shared with the CEO. Health and Safety adviser input may be required.
	69	To ensure provision of free school meals to those pupils meeting the criteria.						√	
	70	Adoption and review of home – school agreements						√	
Premises, Insurance and Health and Safety	71	School insurance programme.		√			I		Included within RPA scheme. As considered necessary by the LAC additional insurance can be arranged chargeable to the school. CFO to manage RPA scheme.
	72	Asset management.		√			I		CFO to coordinate and manage and account to FARC.
	73	Developing school buildings strategy or master plan.				√	I		The LAC should take responsibility for producing and implementing a Premises Development Plan, liaising with the Estates Manager as required.

Function	No	Tasks	Decision Level						Notes
			Board	Board Committee	CEO	LAC	Other Named	Head or Ex Head	
	74	To determine the allocation of any centrally received capital funding.		√			I		CFO to coordinate and manage and account to FARC who will approve.
	75	Procuring and maintaining buildings, including developing properly funded maintenance plan.				√	I		With support from CFO/ Estates Manager team.
	76	To institute a health and safety policy.	√				I		Trust level H&S policy. Drafted by Estates Manager / CFO.
	77	To ensure that health and safety regulations and safeguarding are followed.				I		√	Head teachers are responsible for day to day compliance at their school(s). This is to feature in head teacher reporting to the LAC. The LAC is responsible for monitoring and assuring Health and Safety is compliant.
Governance	78	To draw up governing documents and any amendments thereafter.	√			I	I		The Trust will approve; LAC to implement with support from the Governance Officer. e.g. scheme of delegation / terms of reference and LDLT Statutory policies

Function	No	Tasks	Decision Level						Notes
			Board	Board Committee	CEO	LAC	Other Named	Head or Ex Head	
	79	To appoint (and remove) the Chair of the LAC.	√						Board to receive an annual list of chairs to approve at the summer term 2 Board.
	80	To appoint (and remove) the Clerk to the LAC.	√						Board to receive an annual list of clerks to approve at the summer term 2 Board.
	81	To hold a full LAC meeting at least four times in an Academy year.				√			Statutory agenda items to be included as instructed by Trust.
	82	In line with the Articles and taking account of the involvement of the LDBE in a Church School, to appoint and remove members of the LAC.	√			I			Through discussion and consultation with the Chair of LAC and taking account of skills audit and other processes, the Trust board reserve the right to appoint and remove members of the LAC. LDBE are part of this process as noted earlier in this document.
	83	To set up a Register of members' Business Interests.					√		Governance and Compliance Officer to ensure implementation and publication on Trust website.
	84	To approve and set up a members and Trustees Expenses Scheme.		√					CFO to write and FARC to approve. Trust Governance Team to ensure shared at point of induction.

Function	No	Tasks	Decision Level						Notes
			Board	Board Committee	CEO	LAC	Other Named	Head or Ex Head	
	85	To discharge duties in respect of pupils with special needs by appointing a "responsible person".				√		I	LACs to ensure a responsible person is appointed for children with inclusion needs, ie a SENDCo (this might be a person who works across more than one school). For there to also be a governor responsible for Inclusion and SEND.
	86	To consider whether or not to exercise delegation of functions to committees or individuals.				√			The LAC may delegate to individuals functions already delegated to it by the Company so long as this does not breach the delegations set out in this document.
	87	To regulate the LAC procedures (where not set out in law).					√		Appointed Clerk, accountable to Board.
	88	To determine the development needs of Governors and contribute to sharing an appropriate programme.				√	I		Clerk All Boards will undertake a mandatory annual skills audit which will feed into the skills matrix which will be reported at LAC in the Spring term of each academic year.
Safeguarding	89	To develop a safeguarding policy in line with statutory requirements and best practice.	√				I	I	There will be an agreed Trust-wide safeguarding policy which each head teacher will personalise to their own school ie school name, vision statement etc. The Director of Primary shall be the Trust Designated Safeguarding Lead. The Board has over-

Function	No	Tasks	Decision Level						Notes
			Board	Board Committee	CEO	LAC	Other Named	Head or Ex Head	
									arching responsibility for safeguarding in the Trust and delegates this to the head teacher at a school level.
	90	To implement the Trust's safeguarding policy and the Academy Safeguarding guidance.				√	I	I	Head teachers are responsible for safeguarding in their school. LACs are to monitor and scrutinise safeguarding through regular reporting from the head teacher. The designated safeguarding governor must review policy and practice with the head teacher at least twice a year including reviewing incidents and the SCR. The Director of Primary will carry out regular monitoring of safeguarding in school. LADO referrals are to be made in accordance with the policy Any referral or serious incident is to be reported to the Trust (CEO, CFO, and Director of Primary) without delay.
	91	To provide a Safeguarding Report to the LAC at every LAC meeting using the Trust template.						√	Head teachers must inform the LAC through regular reporting of the effectiveness of safeguarding culture in the school, including regular training taking place throughout the year, and also of the number of incidents and concerns on a termly basis.

Function	No	Tasks	Decision Level						Notes
			Board	Board Committee	CEO	LAC	Other Named	Head or Ex Head	
	92	To provide a Safeguarding Report to the Board and inform LACs of any updates and amends.					√		The Trust DSL (Director of Primary) to provide a safeguarding report to the Board at least twice a year. The Trust DSL to provide updates and direction to LACs and school leaders where appropriate through regular communications including the Trust Communications Updates sent to LAC termly.
	93	Maintain accurate and effective and secure pupil records.						√	e.g. Arbor, CPOMS,
	94	Maintain accurate and effective and secure employee records.				I		√	The Single Central Record is the responsibility of the Head teacher. The LAC through the safeguarding lead governor needs to reassure itself that the SCR is compliant. Annually the Head teacher must confirm to the Board that the SCR is compliant.
GDPR	95	Comply with all GDPR Data Protection legislation and good practice.					√	I	The CFO is the named Data Protection Officer (DPO) for the Trust. Each school has a local Data Protection Coordinator (DPC) responsible for managing data at the Academy and reporting concerns or breaches to the Principal/Head and Trust DPO. The Trust will produce all GDPR and Data policies and review these regularly. LACs will need to adopt and note

Function	No	Tasks	Decision Level						Notes
			Board	Board Committee	CEO	LAC	Other Named	Head or Ex Head	
									LDLT policies and report in on data protection breaches to the DPO.
Legal	96	To ensure the Trust has adequate insurance and legal protection in the case of any claims.	√		I	I	I	I	Headteacher is to notify the CEO and CFO of any actual or potential claims or proceedings affecting the school as soon as they become aware of them. e.g. Employment Tribunals, Public liability, Insurance Claims
Compliance Policies	97	To determine, on an annual basis, those policies which will be developed by the Trust and be mandatory for all Trust Academies.			√		I		CFO reporting to CEO. The CFO is responsible for managing and updating all statutory policies and ensuring compliance. Schools should link to the Trust website.
	98	To maintain and publish Trust policies and guidance including a schedule for review.	√				I		CFO and Clerk.
	99	To maintain and publish local policies and guidance					I	√	Schools are responsible for maintaining and updating all local policies and operational guidance and the Clerk to the LAC is responsible for ensuring compliance and in date.

Function	No	Tasks	Decision Level						Notes
			Board	Board Committee	CEO	LAC	Other Named	Head or Ex Head	
Compliance Website	100	To ensure that schools websites meet all legal and LDLT requirements.				√	I	I	Schools are responsible for maintaining and updating the school website. This will be quality assured by the named clerk.
Compliance Gifts and Hospitality	101	To ensure that there is a Gifts and Hospitality policy and register in place.	√				I		
	102	To complete the gifts and hospitality register.				√		I	
Equality, Diversity, Inclusion and Racial Justice		The implementation of EDIJ policies and strategies	I			√		I	The LAC is to monitor that a school level inclusion strategy is in place and being implemented by the head teacher (from January 2027). The Board has responsibility for ensuring these is a Trust wide Inclusion Strategy and that this has been disseminated to schools for them to bespoke (from January 2027).
		The Trust will have an Equality Policy and set Equality Objectives.	√			I	I	I	The Trust must have an Equality Policy and have set Equality Objectives to reviewed periodically. The timetabling of the review is led by the Governance and Compliance Officer. Schools through head teachers and reporting to LACs must ensure the

Function	No	Tasks	Decision Level						Notes
			Board	Board Committee	CEO	LAC	Other Named	Head or Ex Head	
									policy is a living document and that objectives are being met.
LAC escalation to the Board		LACs to escalate concerns to the Board through the Clark to LAC.	I			√	I		In the same way that the Board communicates to the LAC through the regular Trust Communications Update, an update that is included in papers for all LAC meetings, the LAC is asked by the LAC at every meeting to identify any concerns it has that need raising with the Board, which will be minuted in the LAC minutes and then the Clerk will notify the Trust Governance and Compliance Lead who will include the matter on the next Trust Board agenda. Where there is a matter that needs addressing swiftly this would be from the Chair of LAC to the Trust Governance and Compliance Lead or directly to the CEO.
Management of Risk		The Trust to have a Risk Register that is reviewed at regular intervals and high risks to have a clear plan for mitigation.	√	I			i		CFO to maintain the Risk Register. This will feature in the agenda of the Audit and Risk Committee.
		Schools to have a school level Risk Register which highlights the main risks pertaining to the school.				√		I	LACs to create a risk register that is populated by the head teacher and other leaders. LAC clerk to ensure this is included on the agenda and discussed in the

Function	No	Tasks	Decision Level						Notes
			Board	Board Committee	CEO	LAC	Other Named	Head or Ex Head	
Stakeholder Engagement		LACs to monitor this and for it to be and item on the LAC agenda.							meeting. Significant risk must be notified and escalated to the Board.
		Schools to have a proactive approach to stakeholder engagement.				I		√	Head teachers are responsible for the day to day engagements with all stakeholders including parents and carers, the local church, the local community, the LA and Diocese as well as any body or organisation that is in regular relationship with the school.
		The Trust Board to ensure that there are positive and responsive relationships with all stakeholders managed on a day to day basis by the CEO and central team.	I		√				CEO to ensure there is active, timely and positive engagement with Trust level stakeholders including DfE, LAs, diocese, external partners, other Trusts and schools, external contractors, all the schools in the Trust including staff and parents and carers.
Scheme of Delegation		That all leaders and governors / LACs understands the status of the Scheme of Delegation and that it is discussed at the start of each year at LAC meetings				√	I		LAC engagement with the SOD needs to be evidenced in LAC meetings, especially at the start of the year when potential changes and amends to the LAC have been circulated by the Board.

Appendix 3 – Summary of Financial Scheme of Delegation

	Board of Directors	Board (Committee)	Local Academy Council	Chair of Directors and CEO	CFO	Executive /Head Teacher	Business Manager	Academy Budget Holders
Approval of Annual Budget/3-year plan	✓							
Variations to budget heads (virements) over £25,000	✓	✓						
Variations to budget heads (virements) £10,000 to £25,000	✓	✓	✓	✓	✓			
Variations to budget heads (virements) up to £10,000	✓	✓	✓	✓	✓	✓	✓	
Authorise expenditure over £75,000	✓							
Authorise expenditure £25,000 - £75,000	✓	✓		✓	✓			
Authorise expenditure £10,001 - £25,000	✓	✓	✓	✓	✓	✓		
Authorise expenditure £1,001 - £10,000	✓	✓	✓	✓	✓	✓	✓	
Authorise expenditure up to £1,000	✓	✓	✓	✓	✓	✓	✓	✓

	Board of Directors	Board (Committee)	Local Academy Council	Chair of Directors and CEO	CFO	Executive /Head Teacher	Business Manager	Academy Budget Holders
Authorise Petty Cash up to £50					✓	✓	✓	
Authorise appointment/ salary of permanent and temporary staff (other than Leadership Group)						✓		
Authorise appointment/ salary of CEO and HT	✓							
Authorise appointment/ salary of DHT and AHT	✓	✓	✓					
Severance Authorisations Up to £50,000	✓	✓		✓				
Advertising of tenders over £75,000	✓	✓		✓	✓			
Advertising of tenders under £75,000		✓		✓	✓			
Authorisation of disposal of assets over £5,000	✓	✓		✓	✓			
Authorisation of disposal of assets under £5,000		✓			✓	✓	✓	

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