



UNIVERSITY OF
LINCOLN

ACADEMY TRUST

Scheme of Delegated Authority and Policy Schedule

September 2024 - August 2025

Scheme of Delegated Authority

The Scheme of Delegated Authority (SoDA) is a key document in terms of the efficient and effective management of the Trust and it is reviewed annually. University of Lincoln Academy Trust has always sought to delegate to its executive staff a high level of responsibility, whilst ensuring it can monitor the work of the Trust and its academies in a supportive but challenging manner. The Chief Executive Officer (CEO) is also the Accounting Officer for the Trust and is a Trustee/Director. This enables the CEO to sign on behalf of the Trustees, where appropriate.

Trustees recognise that the senior executive team are very experienced with a good track record and need the flexibility to respond quickly to ensure the best educational provision is provided at all times. There will be regular discussions between different levels of the Trust, especially the Chair and the CEO of the Trust before decisions are made.

The ESFA requirement to separate functions and prohibit crossover between Trust and Academy Governing Committee membership. The Trust sees academy governance as an important aspect of the Trusts work and the CEO provides the link between both groups.

Where the document refers to an Academy, this can be taken to refer to all academies within the Trust, at that time.

The following table sets out the main Trust functions and where authority has been delegated to. The Board of Trustees delegate the majority of decisions, with some reserved solely for that of Members and are not in the gift of Trustees to change.

M	Members
C	Chair of the Trust
T	Trustees
ARC	Audit and Risk Committee
NRC	Nominations and Remuneration Committee
AGC	Academy Governing Committees
CEO	Chief Executive Officer
DPE/P	Director of Primary Education (Executive Principal)/Principal of the Academy
CFO	Chief Financial Officer/Accounting Officer
EMB	Executive Management Board

Activity	M	C	T	ARC	NRC	AGC	CEO	DPE/P	EMB	CFO
Governance										
Amendment of the Trust's Articles of Association	✓									
Oversight of the Trust's Governance Arrangements			✓							
Delegation of policy approval			✓							
Review and approve policies in accordance with the delegation schedule included within this document			✓		✓	✓		✓		
Approval of minor Policy amendments, prior to their scheduled renewal date		✓								
Approval of the Trust's Attendance Policy Statement									✓	
Approval of the Trust's Elective Home Education Policy Statement									✓	
Management of the ongoing policy review process							✓			
Review effectiveness of policy implementation			✓	✓		✓		✓		
Approval of the Trust's Handbook			✓							
Approve the Trust's Scheme of Delegated Authority			✓							
Carry out the Academy Self Evaluation (ASE) and any Ofsted action plan where required						✓				
Update the Academy Development Plan annually						✓				
Appoint Academy external adviser to triangulate evidence and provide external challenge and support							✓			
Creation, review and development of the Trust's Strategic Plan			✓							
Establishment of Statutory Committees			✓							
Appointment and removal of Academy Governing Committee Chairs							✓			
Appointment of Academy Governing Committee Members						✓				
Annual review of Committees Terms of Reference; Audit & Risk Committee, Nominations and Remuneration Committee (along with any other Committees they may establish)			✓							
Annual appointment of Committee membership for; Audit & Risk Committee, Nominations and Remuneration Committee (along with any other Committees they may establish)			✓							
Establishment of sub-committees to oversee work in the following areas; Attendance, Safeguarding and Child Protection, Pupil Premium, Standards and Curriculum									✓	
Risk Registers										
Annual review and approval of academy and central Trust risk registers				✓						
Maintain operational responsibility for the Trust's central risk register										✓
Maintain operational responsibility for academy risk registers								✓		
Appointments and Dismissal										
Appointment of Members	✓									
Appoint and removal of Trustees (Directors for Companies House purposes)	✓									
Appointment and dismissal of the CEO			✓							
Appointment and removal of CEO as a Trustee	✓									
Appointment and dismissal of the Director for Primary Education			✓							
Appointment and dismissal of the Chief Financial Officer			✓							
Appointment and dismissal of the Trust's Governance Professional			✓							
Recruitment process of the CEO, CFO and DPE					✓					
Recruitment process of the Governance Professional										✓
Recruitment process, appointment and dismissal of academy Governance Professionals								✓		
Recruitment process, appointment and dismissal of Principals and Executive Principals							✓			

Activity	M	C	T	ARC	NRC	AGC	CEO	DPE/P	EMB	CFO
Appointments and Dismissal										
Recruitment process, appointment and dismissal of the Trust Finance Manager										✓
Recruitment process, appointment and dismissal of Vice Principals								✓		
Recruitment process, appointment and dismissal of Academy Leads							✓			
Recruitment process, appointment and dismissal of Assistant Principals								✓		
Recruitment process, appointment and dismissal of all other teaching staff								✓		
Recruitment process, appointment and dismissal of all other support staff								✓		
Recruitment process, appointment and dismissal of all other central Trust staff							✓			
Staff Performance and Remuneration										
Approval of the CEO, CFO, DPE, Principals and Governance Professional annual performance targets and remuneration					✓					
Conduct performance management review of the CEO and make recommendations to the Nominations and Remuneration Committee on Annual Performance Targets and Remuneration		✓								
Conduct performance management reviews for the CFO & DPE (making recommendations to the Nominations and Remuneration Committee) of Annual Performance Targets and Remuneration							✓			
Conduct performance management reviews for the Governance Professional (making recommendations to the Nominations and Remuneration Committee) of Annual Performance Targets and Remuneration										✓
Conduct performance management reviews for Principals & Academy Leads							✓			
Conduct performance management reviews/setting of remuneration of the Trust Finance Manager										✓
Conduct performance management reviews/setting of remuneration for Vice Principals								✓		
Conduct performance management/setting of remuneration for all other central Trust staff							✓			
Conduct performance management/setting of remuneration for all other academy staff								✓		
Staffing Contracts										
Change contracts of employment for CEO, DPE and CFO					✓					
Change of contracts of employment for the Governance Professional										✓
Change contracts of employment for the Trust Finance Manager										✓
Change contracts of employment for all other Central Trust staff							✓			
Change contracts of employment for teaching staff								✓		
Change contracts of employment for support staff								✓		
Offer employment outside of approved budget forecasts							✓			
Offer employment where differing from an advertised post							✓			
Approve staff severance payments up to £50,000							✓			
Approve staff severance payments over £50,000 (ESFA approval must also be sought for these)			✓							
Curriculum										
Ensure curriculum offer fulfills legal requirements								✓		
Admission Arrangements										
Ensure there is an admissions policy which conforms to legislation and this is freely available to							✓			
Admission application decisions and appeals							✓			
Safeguarding/Child Protection/Behaviour/Wellbeing										
Ensure there is a positive rewards scheme for success and effort in all aspects of educational experience including academic, cultural and sporting activities								✓		

Activity	M	C	T	ARC	NRC	AGC	CEO	DPE/P	EMB	CFO
Safeguarding/Child Protection/Behaviour/Wellbeing										
Establish and implement an attendance policy which includes the provision of appropriate sanctions and rewards						✓				
Establish and implement a behaviour, including drugs and social media, policy with appropriate sanctions						✓				
Ensure the implementation of the safeguarding policy and best practices are followed to meet current legislation and local authority guidance	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Exclude a student on a fixed term basis								✓		
Exclude a student permanently								✓		
Review appeals against exclusions						✓				
Education										
Approval of educational targets							✓			
Ensure pupil progress is a priority and is closely monitored								✓		
Approval of SEND arrangements								✓		
Allocation of support form pupils with special needs								✓		
Allocation of Pupil Premium funding								✓		
Ensure standards of teaching and learning meet requirements								✓		
Set the times of Academy sessions								✓		
Setting of Academy terms and holidays							✓			
Setting of Academy INSET Days									✓	
Home-Academy approval and arrangements								✓		
Ensuring a provision of religious education is in line with national policy								✓		
Ensure sex education is in line with national policy								✓		
Eensuring the requirements for collective worship are met								✓		
Ensure the balanced treatment of political issues and prohibit political indoctrination								✓		
Establish suitable curriculum delivery to ensure prohibition of any discrimination								✓		
Ensure production and distribution of newsletters and letters to parent careers								✓		
Ensure that a Central Trust website (with direct links to each Academy) is in place										✓
Produce and update individual Academy website linked to Trust website								✓		
Ensure regular feedback from parents/carers and children and young people								✓		
Health and Safety										
Carry out regular inspection and action all relevant points								✓		
Annual Report on Trust wide Health and Safety							✓			
Appointment of a Health and Safety consultancy service								✓		
Academy Sites and Buildings										
Ensure appropriate insurances are in place across the Trust							✓			
Maintain security of buildings, stores, furniture, equipment, stock and cash								✓		
Maintain an inventory of all movable items of equipment and security marking such items								✓		
Check annually the inventory to verify location and condition of each item of equipment								✓		
Maintain a record of all property borrowed by staff								✓		
Maintain a record of all property on loan to Principals							✓			
Approval of plans/bid for new or major repair to existing buildings			✓							

Activity	M	C	T	ARC	N&RC	AGC	CEO	EP/P	EMB	CFO
Academy Sites and Buildings										
Management of new buildings/repairs once approved								✓		
Business Continuity Plan							✓			
Ensure all aspects of the academies estate including buildings are well maintained and repairs are carried out as soon as possible								✓		
IT Infrastructure										
Produce, review and manage IT development plan							✓			
Control systems, security and privacy of data							✓			
Register and ensure compliance under current Data Protection Legislation										✓
Produce, review and manage disaster recovery plans							✓			
Finance										
Adherence to all financial legal requirements including Companies Act, SORPs, HMRC rules, The Academy Trust Handbook, ESFA Accounts Direction and Academies Funding Agreement	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Maintain accurate, reconciled and up to date records to provide financial and statistical information			✓							
Provide reconciled bank statements for inspection by the auditor										✓
Maintain a record of all cash holdings in the Trust										✓
Preparation of the annual budget plan and ensuring it links to the priorities established in the relevant development plans										✓
Approve the first formal budget plan for each financial year			✓							
Approve the annual report and financial statements			✓							
Ensure the annual report and financial statements are filed with the DfE/ESFA in the agreed timescale										✓
Notify the approved budget to the DfE/ESFA, within agreed timescales										✓
Keep under review the Trust's financial performance throughout the year, including approving the monthly income and expenditure budget review							✓			
Review the financial position at the end of the financial year			✓							
Approve transfers between budget headings (virements) within agreed limits (specified in the finance manual)								✓		
Approve total Trust budget variance up to 0.5% of Trust GAG							✓			
Approve total Trust budget variance above 0.5% of Trust GAG			✓							
Approve individual Academy budget variance up to 0.5% of Academy GAG								✓		
Approve individual Academy budget variance above 0.5% of Academy GAG										
Set policy for charging and remission fees for pupil/student activities						✓				
Approve a lettings policy and fees						✓				
Render accounts promptly. Receipting and banking promptly all income intact. Not cashing personal cheques. Recording cash passed from one person to another.										✓
Set aside funds for short-term or long-term investments in line with the Trusts policy			✓							
Administer voluntary funds										✓
Management of the Trust's payroll approvals										✓
Approval of CEO expenses claims		✓								
Approval of DPE, CFO and Principals expenses claims										✓
Approval of Academy Governing Committee members expenses claims								✓		

Activity	M	C	T	ARC	N&RC	AGC	CEO	EP/P	EMB	CFO
Finance										
Approval of Trust staff expenses and overtime claims										✓
Approval of academy staff expenses and overtime claims								✓		
Assets										
Acquire assets (freehold or leasehold) subject to all necessary ESFA approvals			✓							
Authorise disposal of unusable or obsolete equipment included in the inventory										✓
Authorise the disposal of assets (excluding land and buildings) with a net book value of up to £1,000										✓
Authorise the disposal of assets (excluding land and buildings) with a net book value above £1,000								✓		
Leases										
Enter into finance lease agreements within financial limits							✓			
Grant and report on leasehold agreements on land or property							✓			
Take up a leasehold on land or property for 3 years or more			✓							
Financial Write-Offs										
Write-off debts below £1,000										✓
Write-off debts between £1,000 and the <u>smaller</u> of 1% of annual income or £45,000 per transaction (to a maximum of £250,000 cumulatively (cumulatively of 5% of annual income per cat.)							✓			
Approval of debt write-offs above £250,000 (prior to ESFA approval)			✓							
Procurement										
Ensure payments adhere to contractual commitments, the Trust's policies and HMRC requirements										✓
Authorise academy purchases up to £20,000								✓		
Authorise academy purchases between £20,000 and £50,000							✓			
Authorise central Trust purchases up to £20,000										✓
Authorise central Trust purchases up to £50,000							✓			
Authorise all purchases above £50,000			✓							
Authorise purchases within budget for recurring operational expenditure										✓
Accept tenders and authorise contracts for goods, works and services over £50,000 in value			✓							
Authorise long term contract commitments up to three years										✓
Authorise long term contract commitments over three years and the Trust finance limits							✓			
Ensure receipt and custody of all tenders			✓							
Approve procurement projects over £50,000			✓							
Make payments only when goods have been received to the correct price, quantity and quality standard			✓							✓
Approve applications for business/credit cards			✓							
Approve credit card spend of up to £1,000 per transaction										✓
Approve credit card spend of over £1,000 per transaction							✓			
Ensure compliance for related party transactions with an annual spend below £100										✓
Ensure compliance for related party transactions with an annual spend between £100 and £2,500							✓			
Ensure compliance for related party transactions with an annual spend above £2,500 in conjunction with ESFA notification and reporting requirements				✓						

Activity	M	C	T	ARC	N&RC	AGC	CEO	EP/P	EMB	CFO
Financial Compliance										
Notify the Trustees of any significant matters affecting the Trust financial outlook, including payments to employees and funding levels										✓
Comply with VAT, Corporation Tax and PAYE regulations										✓
Ensure financial returns are completed accurately and filed with the appropriate body in the required										✓
Share the Trust's monthly management accounts with Trustees										✓
Investigate financial irregularities and conclude on their impact and implications				✓						
Maintain a register of pecuniary and business interests for Trustees			✓							
Maintain a register of pecuniary and business interests for staff								✓		
Maintain a register of pecuniary and business interests for academy governing committees								✓		
Retain and store invoices, vouchers and other financial records in a secure way for the defined period as set by HMRC and other bodies										✓
Maintain a Trust register of Gifts and Hospitality										✓
Audit										
Ensure records and documents are made available as appropriate for inspection by the auditor										✓
Implement any recommendations arising from an audit inspection							✓			
Review both internal and external audit reports and associated management letters including responses				✓						
Appointment of the Trust's External Auditors	✓									
Appointment of of the Trust's Internal Auditors				✓						
Notify ESFA, Trustees and Audit and Risk Committee of theft, fraud or irregularity exceeding £5,000 (applies							✓			

Policy Schedule for University of Lincoln Academy Trust

Policy	Responsible	Review Cycle
<u>Finance</u>		
Financial Regulations and Policy	Audit and Risk Committee	One year
Included within the above are sections relating to:		One year
• Acceptance of Gifts, Hospitality, Awards, Prizes or Benefits • Accounting • Audit Procedures • Competitive Tendering • Finance Procedures • Investment		
Charging and Remissions	Academy Governing Committee	Two years
Anti Fraud, Bribery and Corruption	Audit and Risk Committee	Three years
Expenses	Trust Board	Three years
Eye Care	Trust Board	Three years
Treasury	Audit and Risk Committee	One year
Included within the above are sections relating to:		
• Investments • Treasury Management		
<u>Health and Safety</u>		
Accessibility Plan	Academy Governing Committee	Two years
Critical Incident Plan	Academy Governing Committee	Two years
First Aid in Schools	Academy Governing Committee	One year
No Smoking	Academy Governing Committee	Two years
Health and Safety	Trust Board	One year
Fire Safety	Trust Board	One year
Fire Emergency Plan	Academy Governing Committee	One year
Supporting Pupils With Medical Conditions & Administration of Medicines	Academy Governing Committee	One year
Bomb Threat	Academy Governing Committee	One year

Policy	Responsible	Review Cycle
Premises Management	Academy Governing Committee	One year
Security Incident Policy	Academy Governing Committee	One year
Business Continuity Plan and Lockdown Procedure	Academy Governing Committee	One year
<u>Employment Manual</u>		
Absence Management	Trust Board	Three years
Adoption Leave Provisions for Teachers	Trust Board	Three years
Adoption Leave Provisions for Support Staff	Trust Board	Three years
Adverse Weather Conditions	Trust Board	Three years
Appraisal and Capability	Trust Board	Three years
Support Staff Capability	Trust Board	Three years
Code of Conduct	Trust Board	Three years
Confidentiality	Trust Board	Three years
Discipline	Trust Board	Three years
DBS Checks	Trust Board	Three years
Equality and Diversity in Employment	Trust Board	Three years
Flexible Working	Trust Board	Three years
Behaviour and Grievance	Trust Board	One year
Leave of Absence	Trust Board	Three years
Lone Working	Trust Board	Three years
Managing Allegations (also included within Safeguarding Policies)	Trust Board	One year
Managing Change	Trust Board	Three years
Maternity and Paternity Provisions for Teachers	Trust Board	Three years
Maternity and Paternity Provisions for Support Staff	Trust Board	Three years
Menopause	Trust Board	Three years
Pay	Trust Board	One year
Recruitment Selection and Induction	Trust Board	Three years
Retirement (Including Flexible Retirement)	Trust Board	Three years
Staff Wellbeing	Trust Board	One year
Whistleblowing	Trust Board	One year
Early Career Teacher (ECT) Induction	Academy Governing Committee	Three years

Policy	Responsible	Review Cycle
Personal and Professional Dress Code	Trust Board	Three years
<u>Data Management</u>		
Data Protection	Trust Board	One year
Data Retention	Trust Board	One year
General Data Protection Regulations	Trust Board	One year
Freedom of Information Publication Scheme	Trust Board	Three years
Protection of Biometric Information (Secondary Academies)	Academy Governing Committee	One year
Data Protection in Exams	Academy Governing Committee	One year
Information Security Policy	Academy Governing Committee	One year
<u>Safeguarding</u>		
Domestic Abuse and Violence	Academy Governing Committee	One year
Anti-Drugs	Academy Governing Committee	One year
Anti-Bullying	Academy Governing Committee	One year
Banned Items	Academy Governing Committee	One year
Behaviour	Academy Governing Committee	One year
Safeguarding, Child Protection and Prevent	Trust Board	One year
Ex-Offenders Recruitment	Trust Board	One year
Suspension and Exclusion	Academy Governing Committee	One year
Photography and Videos in School	Academy Governing Committee	One year
Child on Child Abuse	Academy Governing Committee	One year
Behaviour	Academy Governing Committee	One year
Child Protection and Safeguarding for Exams Policy (Secondary Academies)	Academy Governing Committee	One year
Visitors	Academy Governing Committee	One year
Volunteers	Academy Governing Committee	One year
Intimate Care	Academy Governing Committee	One year
Online Safety	Academy Governing Committee	One year
Remote Learning	Academy Governing Committee	One year
Physical Intervention	Academy Governing Committee	One year
Equal Opportunities	Academy Governing Committee	One year

Policy	Responsible	Review Cycle
Work Experience (Primary Academies)	Academy Governing Committee	One year
Work Experience (Secondary Academies)	Academy Governing Committee	One year
Looked After Children (LAC)	Academy Governing Committee	One year
<u>ICT</u>		
ICT Acceptable Use	Academy Governing Committee	One year
Mobile Devices - Staff and Pupils	Academy Governing Committee	One year
<u>Student Welfare</u>		
Children With Health Needs Who Cannot Attend School	Academy Governing Committee	One year
Attendance	Academy Governing Committee	One year
Attendance Policy Statement	Executive Management Board	One year
Behaviour Principles Written Statement	Academy Governing Committee	One year
Collective Worship and Assemblies	Academy Governing Committee	Three years
Pastoral Care	Academy Governing Committee	One year
Separated Parents Policy	Academy Governing Committee	One year
Educational Visits	Academy Governing Committee	One year
Motorcycles and Mopeds (University Academy Holbeach)	Academy Governing Committee	Two years
Relationship and Sex Education	Academy Governing Committee	Two years
Uniform*	Academy Governing Committee	Two years
<u>SEND</u>		
Autism (Gosberton House Academy)	Academy Governing Committee	One year
Pupil Premium	Academy Governing Committee	One year
Sensory Inclusion	Academy Governing Committee	One year
Special Educational Needs and Disability	Academy Governing Committee	One year
<u>Teaching and Learning</u>		
Feedback and Assessment	Principal	Two years
Home-School Communication	Principal	One year
Home-School Agreement	Principal	One year
Homework	Academy Governing Committee	One year

Policy	Responsible	Review Cycle
Marking	Academy Governing Committee	Two years
Non-Examination Assessment (Secondary Academies)	Academy Governing Committee	One year
Physical Activity and Sport Policy	Principal	One year
Religious Education	Academy Governing Committee	Three years
Remote Learning	Academy Governing Committee	Two years
Teaching and Learning	Academy Governing Committee	Two years
Curriculum and Subject	Academy Governing Committee	Two years
Whole School Literacy	Principal	Two years
Curriculum and Subjects	Principal	Two years
Early Years Foundation Stage (EYFS) (Primary Academies)	Academy Governing Committee	One year
Careers Guidance: Provider Access Policy Statement	Academy Governing Committee	One year
Assessment and Malpractice (Secondary Academies)	Academy Governing Committee	One year
<u>Miscellaneous</u>		
Equality and Diversity Policy (Including Public Sector Equality Duty)	Trust Board	Two years
Admissions Arrangements	Academy Governing Committee	One year
Complaints	Trust Board	One year
Examinations - Including Complaints, Appeals, Evacuations and Considerations	Academy Governing Committee	One year
Privacy Notices - Various	Principal	One year

Not all academies within the Trust will carry all policies due to some being specific to the ages of the students or status of the Academy.
Where there is no significant change to a policy, the renewal is deemed to be automatic.