Vantage CE Academies Scheme of Delegation 2026

		Task	Members	Full Board	Committee	CEO	Exec Team	LAB	Principal / Head of Service	Change marker	Reason for recommendation
Governance	1	**Board and Members**									
	1.1	Attend the AGM					CGRO				
	1.2	Propose changes to the Trust Articles									
	1.3	Approve changes to Trust Articles of Association									
	1.4	Appoint Members									
	1.5	Review Scheme of Delegation annually and after material management/organisational change					ALL			● NEW	Recommended because the 2026 Handbook expects the Scheme of Delegation to be reviewed annually and when material management or organisational changes affect delegated responsibilities.
	1.6	Approve Trust Vision, Strategy and key priorities					ALL				
	1.7	Establish Trust Board Committees and determine terms of reference									
	1.8	Appoint Trust Board Committee Chairs (INC LAB)									
	1.9	Appoint Trust Board Chair									
	1.1	Remove Chair of Trust Board									
	1.11	Approve appointment / removal of LAB members									
	1.12	Appoint Clerk / Provider					CGRO				
	1.13	Appoint Co-opted and Non-Foundation Directors									
	1.14	Remove Co-opted and Non-Foundation Directors									
	1.15	Change the name of the Trust									
	1.16	Approve the AGM Annual Report									
	1.17	Approve the Trust Mission & Vision									
	1.18	Preserve the Religious & Educ Character, Mission and Ethos			Ed Comm						
	1.19	Verify the effectiveness of Governance Arrangements					CGRO		Gov. Manager		
	1.2	Approve calendar of Governance Meetings					CGRO		Gov. Manager		
	2	**Local Governance**									
	2.1	Approve constitution & membership					CGRO		Gov. Manager		
	2.2	Establish or merge Local Advisory Boards							Gov. Manager		
	2.3	Approve LAB Chair appointment							Gov. Manager		
	2.4	Appoint Chair of LAB and Vice Chair							Gov. Manager		
	2.5	Remove Chair of LAB							Gov. Manager		
	2.6	Appoint Elected LAB Members (staff and parents)							Gov. Manager		
	2.7	Remove LAB Members							Gov. Manager		
	2.8	Approve size of LAB							Gov. Manager		
	2.9	Approve LAB expenses					CFOO		Gov. Manager		
	2.1	Approve Directors/Governor Expenses Policy					CFOO				
	2.11	Approve Board expenses					CFOO				
	2.12	Appoint (and remove) Clerk to Trust Board when SLA					CGRO				
	2.13	Appoint (and remove) Clerk to LAB when SLA					CGRO		P		
	2.14	Approve Directors' skills audit and Governance Reviews									
	2.15	Approve Governors' skills audit					CGRO	R	R		
	2.16	Receive Governance Reviews / Skills Audits									
	2.17	Manage Conflicts of Interest for LAB or Directors					CGRO	C	C		
	3	**Growth**									
	3.1	Approve school consultation									
	3.2	Approve school Application to DFE Advisory Board									
	3.3	Approval of new schools joining									
Finance	4	**Finance: Statutory Requirements**									
	4.1	Approve Trust & Academy Financial Regulations & Procedures					CFOO				
	4.2	Update Companies House									
	4.3	Appoint Trust external auditors					CFOO				
	4.4	Appoint internal auditors					CFOO				
	4.5	Approve Trustee Annual Report					ALL				
	4.6	Receive Trustee Annual Report									
	4.7	Produce & Circulate monthly management accounts and balance sheets					CFOO				
	4.8	Novel, contentious or repercussive transactions submissions to DfE					CFOO				
	4.9	Assess and report the Trust's financial sustainability and ability to operate as a going concern			BAR		CFOO			● NEW	Recommended to make explicit the Board's responsibility for assessing financial sustainability and the Trust's ability to continue as a going concern.
	4.1	Ex gratia and other special payments – obtain prior DfE approval where required by ATH			BAR	CEO	CFOO			● NEW	Recommended because ex gratia and other special payments are subject to specific Academy Trust Handbook controls and, where applicable, prior DfE approval should override internal delegation.
	4.11	Related-party transactions – oversee reporting and obtain prior DfE approval where required			BAR		CFOO			● NEW	Recommended to make the governance of related-party transactions explicit, including oversight of reporting and obtaining prior DfE approval where the Handbook requires it.
	4.12	Notify DfE of fraud, theft or irregularity where ATH reporting requirements are met			BAR	CEO	CFOO			● NEW	Recommended to identify clearly who is responsible for notifying DfE of fraud, theft or irregularity where Handbook reporting thresholds or other reporting requirements are met.
	4.13	Approve risk-based internal scrutiny programme and monitor implementation of recommendations			BAR		CFOO/CGRO			● NEW	Recommended to make BAR's Audit & Risk role explicit: approving the risk-based internal scrutiny programme and monitoring implementation of agreed recommendations.
	4.14	Review external audit plan, findings, management actions and auditor effectiveness			BAR		CFOO			● NEW	Recommended to strengthen BAR's external-audit oversight by explicitly covering the audit plan, findings, management actions and assessment of auditor effectiveness.
	5	**Finance: Budgets**									
	5.1	Approve Trust Budget					CFOO				
	5.2	Approve Trust Annual Accounts					CFOO				
	5.3	Receive Trust Annual Accounts					CFOO				
	5.4	Finance KPIS			BAR		CFOO				
	5.5	Undertake financial efficiency review (across the Trust)					CFOO				
	5.6	Approve action following financial efficiency review that leads to restructure					CFOO				
	5.7	Undertake financial efficiency review (within the schools)					CFOO				
	5.8	Banking Arrangements/ Mandates / New Accounts					CFOO		DCFO		
	5.9	Issuing of Trust Credit Card					CFOO		DCFO		
	5.1	Completion of VAT Returns							DCFO		
	5.11	Review Integrated Curriculum and Financial Planning (ICFP), including staffing, curriculum and financial			BAR		CFOO/CLPO			● NEW	Recommended because the 2026 Handbook strengthens the expectation that trusts use integrated curriculum and financial planning (ICFP) to link educational delivery, staffing and financial sustainability.
	5.12	Review and challenge pupil-number assumptions underpinning budgets and forecasts			BAR		CFOO/CLPO			● NEW	Recommended to make explicit regular challenge of pupil-number assumptions, as these are a key driver of funding, staffing and medium-term financial forecasts.
	5.13	Ensure DfE procurement opportunities/frameworks are considered for purchasing decisions			BAR		CFOO		Heads of Service/DI	● NEW	Recommended to demonstrate that DfE procurement opportunities and frameworks are considered as part of achieving value for money and compliant procurement.
	5.14	Comply with mandatory DfE route for supply staffing requirements					CFOO/CGRO		Principals	● NEW	Recommended because the 2026 Handbook introduces a specific requirement concerning the Government Commercial Agency agreement when procuring supply staffing.
	5.15	Approve/review Trust approach to GAG pooling and allocation of funding between academies			BAR		CFOO			● NEW	Recommended for Vantage because GAG pooling is being used from 2026/27. The SoD should clearly show who approves the pooling methodology and oversees allocation of funding between academies.
	5.16	Consider appeals relating to GAG pooling/funding allocation			BAR		CFOO			● NEW	Recommended because academies must have a clear route to appeal decisions about pooled GAG/funding allocations; placing this in the SoD makes the governance route transparent.
	5.17	Review annual statement explaining how MAT funding is distributed across schools			BAR		CFOO			● NEW	Recommended because MATs are required to publish information explaining how funding is distributed across their academies. The SoD should identify responsibility for review, approval and preparation.
	6	**Financial Approval**									
	6.1	Approve Reserves Policy			BAR		CFOO				
	6.2	Approve Investment Policy			BAR		CFOO				
	6.3	Approve decisions on cash investments for any reserves					CFOO		DCFO		
	6.4	Approve Trust Accounts Returns to DfE					CFOO				
	6.5	Approve response to Auditor's Management Letter			BAR		CFOO/ CGRO				
	6.6	Procurement between £0 and £20k (if within the approved budget)							Principals/DCFO		
	6.7	Procurement from £20k - £75k (from £0 if outside the approved budget)					CFOO				
	6.8	Procurement from £75k - £100k					CFOO				
	6.9	Procurement over £100k					CFOO				
	6.1	Payment in advance for Goods or Services					CFOO				
	6.11	Grant Applications above £5k									
	6.12	Debt Write off upto £5k					CFOO		DCFO		
	6.13	Debt Write off over £5k under £10k					CFOO		DCFO		

KEY

- Approve
- Advise
- Devolved to
- Receive updates/ directives

	6.14	Debt write off over £10k					CFOO		DCFO		
	6.15	Payment in advance to Staff (under £2k)					CFOO/CGRO				
	6.16	Payment in advance to Staff (over £2k under £5k)					CFOO/CGRO				
	6.17	Payment in advance over £10k					CFOO/CGRO				
	6.18	Non budgeted expenditure or use of contingency					CFOO		Principals		
Education	7	**Trust Wide Policies Teaching and Learning**									
	7.1	Approve Teaching and Learning Policy					CLPO				
	7.2	Approve Curriculum Principles & Model					CLPO				
	7.3	Approve Inclusion / SEND Principles					CLPO				
	7.4	Approve Inclusion Policy					CLPO				
	7.5	Approve Behaviour Policy					CLPO				
	7.6	Approve EYFS Policy					CLPO				
	7.7	Approve EYFS Plan and Quality of Provision					CLPO				
	7.8	Approve Diocesan RE Policy					CLPO				
	7.9	Approve Sex Education Policy					CLPO				
	7.1	Assessment Policy and Testing Statutory Compliance					CLPO				
	7.11	Approve Trust-wide inclusion strategy and receive assurance on consistency and impact			Education Comm		School Improvement Team		Principal	● NEW	Recommended because the 2026 Handbook strengthens expectations around inclusion. A Trust-wide inclusion strategy and clear Board/committee oversight provide assurance across SEND, disadvantage and other vulnerable pupil groups.
	8	**Trust and School Improvement Strategy, Performance**									
	8.1	Approve Trust Strategic Plan									
	8.2	Approve Trust CPD offer and plan					ALL	I			
	8.3	Determine each school's effectiveness and offer					CLPO				
	8.4	Appointment of External Advisor or Consultant									
	8.5	Approval of Trust Targets for Improvement			Ed Com						
	8.6	Approval of School Development Plans					CLPO				
	8.7	Approval of School SEF					CLPO				
	8.8	Approve school Intervention/Establish Executive/Management Board in place of LAB			Ed Com						
	8.9	Approve School Pupil Premium Plan									
	8.1	Approve School SEND Plan and Strategy									
	8.11	Make changes to agreed curriculum at school level (variation from trust alignment)									
	9	**Pupil Suspensions**									
	9.1	Suspend Pupil between 1 and 45 days									
	9.2	Suspend Pupil for third time in one year				A			A		
	9.3	Action Permanent Exclusion									
	9.4	Appeal against Permanent Exclusions									
	10	**Safeguarding**									
	10.1	Approve Trust Overarching Safeguarding Policy			Ed Com						
	11.2	Appoint Designated Safeguarding Trustee									
	11.3	Approve School Safeguarding Policies			Ed Com						
	11.4	Appoint Designated LAB member for Safeguarding									
	11.5	Appoint DSL and Deputy for Schools									
	11.6	Approve Termly Safeguarding Reports			Ed Com				P		
	11.7	Maintenance of SCR									
	11.8	Approve School Trips policy and Procedure									
	11.9	Quality assure CPOMS records									
	12	**Pupil Performance**									
	12.1	Determine pupil targets(all)									
	12.2	Approve pupil targets (all)			Ed Com						
	12.3	Monitor Performance of all students						termly			
	12.4	Report concerns in relation to pupil performance									
People	12	**Staffing**									
	12.1	Appoint CEO									
	12.2	Appoint Executive Team									
	12.3	Appoint other Central Team roles									
	12.4	Appoint Exec Head, Head or Head of School									
	12.5	Appoint Deputy Head / Vice Principal									
	12.6	Appoint Assistant Head or Deputy									
	12.7	Appoint Teaching and Support staff									
	12.8	Advertisment of vacancies									
	12.9	Determine Trust executive staff structure and grades									
	12.10	Deployment of Staff across the Trust									
	12.11	Contract Variations (Staff)					DRGO				
	12.12	School Based Resignations									
	12.13	Central Trust Team Resignations									
	12.14	Leadership Resignations									
	12.15	CEO Resignation									
	12.16	Disciplinary Matters CEO									
	12.17	Disciplinary Matters (Senior Staff)									
	12.18	Disciplinary Matters (Teachers / Support Staff/ Central Team)									
	12.19	Capabiliy Matters (Senior Staff) NON EXEC									
	12.2	Capability Matters (Teachers/ Support Staff/ Central Team)									
	13	**Managing Performance**									
	13.1	Performance management of CEO including pay decisions									
	13.2	Performance management of Exec Team									
	13.3	Performance Management of Exec Head or Head									
	13.4	Performance Management of Head of School									
	13.5	Performance Management of Central Staff									
	13.6	Performance Management of SLT in school									
	13.7	Performance Management of Central Staff									
	13.8	Performance Management of School based staff									
	14	**Staff Suspensions / Dismissals**									
	14.1	Suspend CEO									
	14.2	Suspend Executive Team member									
	14.3	Suspend HT / Exec HT / Deputy / Head of School									
	14.4	Dismiss CEO									
	14.5	Dismiss Executive Team member									
	14.6	Dismiss HT / Exec HT / Deputy / Head of School									
	14.7	Suspend or dismiss other teaching and support staff							Principals	● NEW	
	14.8	Ex gratia payments to staff									
	15	**Organisational Change and Redundancies**									
	15.1	Approve need for Restructure									

P	15.2	Approve business case restructuring of staff									
	15.3	Approve business case restructuring of staff following consultation			BAR						
	15.4	Approve dismissal on redundancy grounds			BAR						
	15.5	Approve decision on Appeals against redundancy dismissals			Appeals Comm.						
	15.6	Requests for Retirement			BAR						
	15.7	Requests for Flexible working									
	16	**HR and Policies**									
	16.1	Approve Pay Policies for Support and Teaching			BAR						
	16.2	Executive Pay Policy									
	16.3	Determine Central Staff Structure									
	16.4	Approve Pay Policies for central staff			BAR						
	16.5	Pay & Remuneration Policy									
	16.6	Approve changes to T&C or collective agreements									
	16.7	Approve Whistleblowing Policy									
	16.8	Approve HR Policies eg Absence, Disciplinary, Grievance, Capability, Well-being, Appointment of Heads, Deputies.									
	16.9	Approve Change Management Policy									
	16.1	Approve Staff Health and Safety Policy									
	16.11	Approve Complaints Policy			Ed comm						
	16.12	Approve Executive Succession plan									
	16.13	Monitor Statutory Training Completion									
	17	**Salaries / Expenses**									
	17.1	Approving staff severance and compensation			**BAR**						
	17.2	Approve School staff structure and grades within budget									
	17.3	Approve School staff structure and grades in excess of budget									
	17.4	Approval of changes to staffing structures - deficit budget									
	17.5	Re-Grading/Re-Designation Posts Up to £75k within budget									
	17.6	Re-Grading/Re-Designation Posts over £75k within budget or non budgeted			BAR						
	17.7	Approve Employee Pay Award									
	17.8	Pension Decisions where cost to Trust is identified or dismissal is proposed									
	17.9	Award of recruitment and retention allowance									
	17.1	Approve central Trust payroll									
	17.11	Approve school staff payroll									
	17.12	Approve school staff timesheets									
	17.13	Approve central Trust staff expenses									
	17.14	Approve central staff timesheets									
	17.15	Approve school staff expenses									
	17.16	Whole Trust BACS sign off for Net Pay and Pensions									
	17.17	Whole Trust BACS sign off for third party payroll payments									
	17.18	Special severance payments – approve internally and obtain prior DfE approval where required			BAR	CEO	CFOO/CPGRO			● NEW	Recommended to distinguish special severance payments from routine HR decisions and make clear that internal approval remains subject to any requirement for prior DfE approval.
ESTATES	**18**	**Insurance**									
	18.1	Alterations requiring land and registry Approvals									
	18.2	Approval of Business Continuity Plan					CFOO				
	18.3	Alterations to fire and/or security protection systems/contract			BAR						
	19	**Estates and Contracts**									
	19.1	Estate Strategy and Expenditure Plan			BAR						
	19.2	Asset Management Strategy and insurance									
	19.3	Health & Safety plus safeguarding Policy & Review			BAR						
	19.4	Condition Surveys			BAR						
	19.5	Expansion and Redevelopment Works									
	19.6	Operating Leases			BAR						
	19.7	Lettings and shared use									
	19.8	Strategic support and shared services									
	19.9	Taking up property leases			BAR						
	19.1	Taking up finance leases			BAR						
	19.11	Expenditure of bids									
	19.12	Management of Capital Allocation to Trust									
	19.13	Capital expendiure (Estates) upto £20k								HoO	
	19.14	Capital expenditure (Estates) up £75k					CFOO				
	19.15	Capital expenditure (Estates) upto £100k					CFOO				
	19.16	Capital expenditure (Estates) over £100k			BAR		CFOO				
	19.17	Structural alterations within the existing building			BAR						
	19.18	Use of buildings									
	19.19	Submission of property insurance claims									
	19.2	Siting of external temporary buildings/containers/outbuildings									
	19.21	Tender Processes (Site related)									
	19.22	Development of new buildings									
	19.23	Letters of comfort, guarantee, idemnities									
	19.24	Comply with DfE requirements for energy procurement			BAR		CFOO			HoO	● NEW Recommended because the 2026 Handbook introduces specific expectations around use of Energy for Schools or another DfE-approved energy deal.
	19.25	Oversee strategic management, safety and maintenance of the Trust estate			BAR		CFOO			HoO / Principals	● NEW Recommended to make explicit the Board's responsibility for assurance over the strategic management, safety, maintenance and effectiveness of the Trust estate.
SCHOOL OPERATIONS	**20**	**School Activities**									
	20.1	School Operational Health and Safety Matters									
	20.2	Central Offices Operational Health and Safety Matters									
	20.3	Agreeing Term Dates, Inset dates									
	20.4	Emergency closure									
	20.5	Risk Management									
	20.6	Making changes to the school day / structure / length									
	20.7	Deployment of Staff (SCHOOL)									
	20.8	Make changes to age range of school									
	20.9	Approve Admission Policies			Ed comm						
	20.1	Approve Admission Appeals									
	20.11	Making changes to PAN or Admissions									
	20.12	Make changes to the school uniform for students									
	20.13	Determine Display Standards & Approaches									
	20.14	Commissioning of Alternative Provision (upto £5k)									
	20.15	Approving statutory education policies									
	20.16	Approving non-statutory education policies									
	20.17	School Based Communications to Stakeholders (General)									
	20.18	Crisis Communications to Stakeholders (Schools)									
	20.19	Crisis Communications to Stakeholders (Trust)									

IT	21	**IT and Data**									
	21.1	Approve IT Strategy					CFOO				
	21.2	Management of Central IT					CFOO				
	21.3	Capital expenditure (IT) upto £75k					CFOO				
	21.4	Capital expenditure (IT) upto £100k					CFOO				
	21.5	Capital expenditure (IT) over £100k			BAR		CFOO				
	21.6	Budget Data Controller									
	21.7	Data Controller - School									
	21.8	Approve changes to Data Protection Policy/ GDPR									
	21.9	Freedom of Information Requests									
	21.1	Tracking pupil data - individual / groups									
	21.11	Attendance monitoring									
	21.12	GDPR/ SAR									
	21.13	Updating Website/ Compliance									
	21.14	Comply with DfE Management Information System procurement framework requirements					CFOO			● NEW	Recommended because the 2026 Handbook introduces specific requirements concerning procurement of Management Information Systems, including arrangements for existing contracts.
	21.15	Approve Trust Digital Strategy and oversee progress towards DfE digital and technology standards			BAR		CFOO			● NEW	Recommended because the 2026 Handbook expects trusts to work towards the DfE's core digital and technology standards by 2030. The SoD should identify strategic ownership and oversight.
	21.16	Oversee cyber-security risks, controls, incident response and assurance			BAR		CFOO			● NEW	Recommended to give cyber security explicit governance status, including oversight of cyber risks, controls, incident response, filtering/monitoring and assurance.
Complaints	22	**Complaints**									
	22.1	Stage 1- 2 as per Complaints Policy									
	22.2	Stage 3 as per Complaints Policy									
	22.3	Monitoring quality and number of complaints at school level			BAR						
	22.4	Monitoring quality and number of complaints at trust level									
	22.5	Securing legal advice (cost)									
	22.6	Communication with OFSTED following a complaint									
RISK	23	**Risk Management**									
	23.1	Determine Risk Appetite and approve Risk Register									
	23.2	Compile and review Trust Risk Register									
	23.3	Compile and review School Risk Register and report on risks									
	23.4	Risk Assessment (School Estate)									
	23.5	Risk Assessments (Health & Safety)									
	23.6	Risk Assessments (School Operations, practices & trips)									
	23.7	Risk Assessments (Staffing)									
	23.8	Risk Assessments (Children/Behaviour)									